



PR/109038 | Assistant Manager – Administration {Mumbai}

Job Information

Recruiter
[JAC Recruitment India](#)
Job ID

1536144

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

May 14th, 2025 23:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Title: Assistant Manager – Administration

Job Qualification:

- **Experience:** 5-10 years of experience in administration, specifically with a focus on expat services, facilities management, or working with Japanese nationals.
- **Technical Skills:** Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- **Organizational Expertise:** Exceptional organizational and multitasking abilities with a strong attention to detail.
- **Communication Excellence:** Outstanding written and verbal communication skills, with fluency in English. Ability to interact effectively with diverse teams and stakeholders.
- **Soft Skills:** Diplomacy, tact, and professionalism in handling internal staff, vendors, and visitors.
- **Decision-Making Capability:** Strong decision-making skills, with the ability to work both independently and collaboratively.
- **Minimum:** Bachelor's degree or equivalent in any relevant field.
- **Preferred:** Additional qualifications or certifications in Administration or related fields will be an asset.

Job Responsibilities:

- **Expat Management:** Oversee and manage the end-to-end needs of expat employees, with a primary focus on Japanese nationals, including visa processing, cultural acclimatization, and other administrative requirements.

- **Accommodation Oversight:** Ensure the smooth operation and maintenance of expat accommodations, ensuring that all living arrangements meet the highest standards.
- **Vendor & Facility Management:** Act as the point of contact for all vendor-related activities, ensuring timely and cost-effective services for housekeeping, security, and office maintenance.
- **Travel Coordination:** Manage seamless travel arrangements, including flight bookings, hotel reservations, and comprehensive itineraries for employees and visitors.
- **Guest/Visitor Relations:** Coordinate visitor management, ensuring that all interactions are professional and in line with company standards.
- **Administrative Support:** Oversee essential administrative functions, including courier management, billing, purchase orders, and overall task execution with precision and timeliness.

Company Description