



PR/109038 | Assistant Manager – Administration {Mumbai}

Job Information

Recruiter
[JAC Recruitment India](#)
Job ID

1548512

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 16:45

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.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description