PR/109749 | Admin Executive

Job Information

Recruiter
JAC Recruitment India

Job ID
1560920

Industry
Retail

Job Type
Permanent Full-time

Location
India

Salary
Negotiable, based on experience

Refreshed
October 7th, 2025 11:35

General Requirements

Career Level
Mid Career

Minimum English Level
None

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Job Tite: Admin Executive

Location: Gurgaon

Job Overview: Seeking experienced Admin Executive

Job Responsibilities

Office Administration -
- Manage day-to-day office operations (facility management, supplies, utilities, vendor coordination).
- Supervise housekeeping and office maintenance to ensure a safe and efficient work environment.

Documentation & Compliance
- Maintain company records, agreements, and administrative documents in compliance with statutory requirements.
- Coordinate with consultants to support government registrations, renewals, and other compliance related filings.

Travel & Logistics
- Arrange domestic and international travel (air tickets, hotels, transportation) for employees and expatriates.
- Provide on-site support for business travellers (airport pick-up, accommodation, office coordination, etc.).
- -Support visa processing, FRRO registration, and other administrative procedures for expatriates.
- Others - Carry out various tasks and responsibilities as requested by management, including secretarial duties and support for other managers.

Experience
- 5+ Years of experience
- Japanese experience preferred

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Company Description