



## 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**

December 16th, 2025 03:00

### 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 Title: 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

**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