



PR/110130 | Sr. Executive Admin

## Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1581868

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

May 5th, 2026 14:00

## General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

## Job Description

- Housekeeping & Facility Management
  - Oversee daily housekeeping operations to ensure cleanliness and upkeep of office premises.
  - Coordinate with housekeeping staff and address facility-related concerns promptly.
- Vendor Management & Billing
  - Manage vendors for housekeeping, security, pantry, and other admin services.
  - Track service quality, renew contracts, negotiate rates, and process vendor bills on time.
- Security & Office Operations
  - Coordinate with the security team to ensure smooth functioning of entry/exit procedures and safety protocols.

- Address day-to-day administrative issues and support overall office functioning.
- Employee Engagement Activities
  - Assist in planning and organizing office events, celebrations, and engagement initiatives.
  - Support internal communication and ensure smooth execution of activities.

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## Company Description