



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

April 21st, 2026 05:00

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