



PR/110523 | Admin & HR

Job Information

Recruiter

JAC Recruitment India

Job ID

1602467

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

July 28th, 2026 02:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Position: Admin & HR

Location: Bangalore

Experience: 2-4 years

Qualification: Bachelor's degree in administration, Human Resources, Commerce or a related field.

About the Company:

A leading global company in the logistics and supply chain industry, headquartered in Japan, with operations supporting customers across India and international markets. The organization provides services including warehousing, transportation, packing operations, import and export customs clearance, and supply chain analysis and consulting.

Responsibilities:

- Handle general administration and office management activities
- Coordinate with vendors, building management, and service providers
- Manage office supplies, company assets, and facility maintenance
- Handle indirect procurement and office-related purchasing activities
- Coordinate hotel arrangements, corporate accommodation, business trips, and travel support
- Manage company vehicle arrangements, driver coordination, and transportation support
- Support expatriate arrangements such as visa, FRRO, housing, and relocation support
- Coordinate with government authorities and support various administrative procedures and licenses
- Support office lease, service contracts, and vendor negotiations
- Arrange company events, meetings, and visitor support
- Support HR and accounting-related administrative tasks
- Maintain company records, contracts, and documentation
- Ensure compliance with local regulations and internal company policies
- Coordinate with internal departments and Japanese headquarters when necessary
- Support other ad-hoc administrative activities as required
- Backup support for HR tasks, requiring 2-4 years of HR experience

Note: If there are any specific HR responsibilities or additional HR-related tasks to be included, the JD can be updated accordingly.

Requirements

- Bachelor's degree in administration, Human Resources, Commerce or a related field.
- 2–4 years of experience in Administration with exposure to HR functions.
- Experience in handling office administration, vendor management, travel coordination, and facility management.
- Basic knowledge of HR processes and statutory compliance will be an advantage.
- Strong communication, coordination, negotiation, and organizational skills.
- Proficiency in MS Office applications (Excel, Word, PowerPoint).
- Ability to work independently and manage multiple responsibilities in a dynamic environment.

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Company Description