



PR/110524 | Executive / Sr. Executive - Admin

Job Information

Recruiter

JAC Recruitment India

Job ID

1602468

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

August 25th, 2026 01:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Description:

Job Profile: Executive/Sr. Executive - Admin

Job Location: Greater Noida

Educational Requirements: Any graduate

Job Responsibilities:

- Event & Celebration Management
- Vendor Management & Contract Administration
- Asset Management
- Security Management

- Procurement & Cost Coordination
- Facility & Infrastructure Management
- Ensure arrangement of facilities (telephone, extension, chairs, utilities)
- Employee Welfare & Engagement Activities

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Company Description