



PR/110549 | Executive Assistant & Administration Manager

Job Information

Recruiter[JAC Recruitment India](#)**Job ID**

1603156

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

August 4th, 2026 01:00

General Requirements

Minimum Experience Level

Over 10 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: Executive Assistant & Administration Manager**Location: Bangalore****Reporting To: General Manager (Japanese Expatriate)**

Experience: 10–12 years of relevant experience

Joining Requirement:

We are specifically looking for immediate joiners or candidates with a maximum notice period of 30 days.

Position Summary

The Executive Assistant & Administration Manager will provide comprehensive executive support to the General Manager (Japanese Expatriate) while leading branch administration, expatriate support, office operations, and administrative

governance. The role is responsible for ensuring efficient branch operations, managing key administrative functions, and driving continuous process improvements.

Key Responsibilities:

A. Leadership & Branch Operations

- Manage two team members: one HR & GA staff member and one Driver Management Supervisor.
- Take ownership of day-to-day HR & GA operations, including expatriate support and business unit support activities.
- Plan and execute initiatives to strengthen the organization, improve compliance, and enhance governance standards.
- Drive continuous improvement of HR & GA processes to support branch growth and operational stability.
- Perform additional responsibilities assigned by management

B. Executive Assistance & Expatriate Support

- Provide executive and secretarial support to the General Manager.
- Manage the GM's calendar, appointments, meetings, correspondence, and travel schedules.
- Support the General Manager with business trips (BT) and entertainment-related activities.
- Arrange domestic and international travel, hotel bookings, transportation, and visitor logistics.
- Support Japanese expatriates in their day-to-day business and administrative requirements.
- Handle confidential information with professionalism and discretion.

C. Meetings, Communication & Business Coordination

- Coordinate with internal departments, branch offices, headquarters, customers, vendors, and external stakeholders.
- Prepare presentations, reports, meeting minutes (MOMs), and other business documents.
- Lead and coordinate Regional Meetings, management visits, employee events, and other corporate activities.

D. Administration & Facilities Management

- Manage day-to-day branch administration and office operations.
- Coordinate housekeeping, security, office management, pantry, and facility management.
- Manage office assets, stationery, and administrative vendors.
- Handle driver management, vehicle maintenance, insurance, and statutory compliance.
- Maintain office records, contracts, documentation, and administrative files.

E. Process, Documentation & Compliance

- Prepare invoices, SAP entries, and MIS reports.
- Create and maintain Standard Operating Procedures (SOPs) and operation manuals.

Essential Requirements

- Bachelor's Degree or equivalent (Full-time Regular Course).
- Leadership capability to understand the GM's expectations and align team members with business objectives.
- High level of ownership, accountability, and professionalism.
- Flexibility and execution capability to manage new and non-routine tasks.
- Approximately 10 years of administrative experience in Japanese companies, MNCs, or reputed Indian organizations.
- Broad experience in expatriate management, office administration, vendor management, and driver administration.
- Strong organizational skills with the ability to multitask.

- Excellent verbal and written communication skills.
- Good knowledge of MS Office (Excel, Word, and PowerPoint).
- Willingness to work extended hours when required.

Preferred Qualifications

- Experience supporting Japanese expatriates or senior management.
- Knowledge of SAP.
- Experience in office administration, travel coordination, and vendor management.
- Respect for Japanese business practices, including timely reporting, communication, adherence to deadlines, and compliance with company rules and procedures.

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Company Description