



PR/110558 | Admin Executive

Job Information

Recruiter

JAC Recruitment India

Job ID

1603162

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 1 year

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:

Designation/Title - Admin - Executive

Location - Gurugram

Educational Qualification: Bachelor's degree in any discipline

Roles & Requirement:

- Manage order-related documentation, including purchase orders, invoices, and related administrative records.
- Support basic accounting activities and coordinate with external accounting service providers.
- Arrange travel logistics, including hotel bookings and transportation for employees and visitors.
- Procure office supplies and maintain smooth office operations.

- Provide general administrative support and assist with various operational requirements as needed.

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Company Description