



PR/110582 | Manager - Admin

Job Information

Recruiter

JAC Recruitment India

Job ID

1604938

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

August 25th, 2026 13:00

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Title - Manager - Admin

Location - Gurgaon

Seeking experienced Admin professional for a renowned Japanese MNC

Responsibilities -

Lead and manage overall administration operations.

- Supervise facility management, workplace maintenance and office services.
- Manage procurement activities and vendor performance.
- Ensure compliance with labor laws, company policies and statutory requirements.
- Lead risk management, safety and business continuity related activities.

- Manage and develop administration team members.
- Coordinate with internal stakeholders and external authorities.
- Drive process improvement and operational efficiency projects. Labor law knowledge, compliance knowledge, vendor management, procurement management and facility management expertise.

Experience

- 8-15 Years of experience
- Graduate or above

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.in/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.in/terms-of-use>

Company Description