

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
October 20th, 2026 17:00

General Requirements

Minimum Experience Level
Over 10 years

Career Level
Mid Career

Minimum English Level
Fluent Level

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