



PR/110595 | Admin staff

Job Information

Recruiter

JAC Recruitment India

Job ID

1604945

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

August 25th, 2026 13:00

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 Title:** Admin Staff**Location:** Gurgaon, India**Educational Requirements:** Graduate degree preferred**Experience Range:** 2 to 5 years of experience in Office Administration, General Administration, Facility Management, Office Coordination, Administrative Support Functions**Roles & Responsibilities:**

- Support daily office administration and operational activities.
- Coordinate with facility management, housekeeping, maintenance, and other service vendors.
- Manage office supplies, stationery inventory, and procurement requirements.

- Arrange travel bookings, accommodation, transportation, and related logistics for employees and visitors.
- Coordinate meetings, conference room bookings, and visitor management activities.
- Maintain administrative records, documents, contracts, and databases with high accuracy.

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Company Description