



PR/110607 | Assistant Manager / Deputy Manager {Admin + IT} Delhi

Job Information

Recruiter

JAC Recruitment India

Job ID

1605549

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

September 1st, 2026 12:00

General Requirements

Minimum Experience Level

Over 6 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 Summary

Key Responsibilities - Administration (70%)

- Ensure smooth functioning of office infrastructure, utilities, maintenance and workplace services.
- Monitor AMC schedules and ensure timely preventive maintenance of office assets.
- Negotiate commercial terms, service levels agreement and cost optimization initiatives.
- Review, renew and maintain vendor contracts in coordination with Legal team.
- Manage procurement of administrative goods and services in line with company policies.
- Coordinate with internal stakeholders for purchase requirements and vendor selection.
- Ensure cost-effective procurement while maintaining quality standards.
- Manage corporate mobile phones, SIM cards, internet connections, landlines and related communication services.
- Coordinate domestic and international travel arrangements, including flights, hotels, visas by vendors and self-booking.
- Support Japanese expatriate employees with relocation, accommodation, documentation and related administrative requirements.
- Manage office lease agreements and coordinate renewals with landlords.
- Oversee company vehicle operations, driver/chauffeurs' management and transportation services.
- Supervise cafeteria services and housekeeping operations to ensure hygiene, quality and employee satisfaction.

- Plan and execute corporate events, annual functions, leadership meetings, town halls and employee engagement activities.

- Collaborate with HR, Finance, IT, Procurement, Legal and Business teams to support organizational initiatives.
- Verify vendor invoices against purchase orders, contracts and services rendered.
- Coordinate with Finance team for timely payments and support internal/external audits.
- Provide centralized administrative support for branch and regional offices across India.
- Ensure workplace security through effective management of security personnel and systems.

IT & Digital Support (30%)

- Coordinate with IT service team/ external providers for complex technical issues.
- Manage user accounts, passwords and access permissions for Microsoft 365 and business applications.
- Assist with onboarding and offboarding by setting up laptops, user accounts, email and system access.
- Maintain IT asset registers and coordinate equipment procurement and replacement.
- Assist with software licensing and technology vendor management.

> Experience: 8 - 12 years of relevant experience in Corporate Administration, preferably in a Japanese or multinational company.

> Graduate, MBA/PGDM or equivalent qualification will be an added advantage.

> Strong interpersonal, negotiation, analytical and stakeholder management skills.

> Ability to manage multiple priorities while maintaining high standards of compliance and service quality.

Skills & Experience

- Proven experience in office administration or business support.
- Excellent written and verbal communication skills.
- Advanced Microsoft Office 365 skills (Word, Excel, PowerPoint, Outlook, Teams).
- Basic IT troubleshooting skills (Windows, printers, networking, mobile devices).
- Ability to work independently and manage multiple priorities.
- Strong customer service mindset with excellent problem-solving skills.
- Strong Administration & Facility Management
- Vendor Development & Negotiation
- Travel Arrangement, Expat Coordination & Event Management

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Company Description