



PR/110776 | General Affairs Executive

Job Information

Recruiter

JAC Recruitment India

Job ID

1614187

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

September 22nd, 2026 10:32

General Requirements

Minimum Experience Level

Over 3 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

Company Overview-

It is a Japan-based global specialty chemicals and advanced materials company. The Indian entity focuses on sales, technical support, and market development for its products across India.

Job Overview-

It's a General Affairs Executive role majorly focusing on office and vendor management, travel arrangement, etc.

Job Responsibilities-

- Office maintenance and facility management
- Housekeeping staff supervision and attendance management
- Office supplies, equipment, and asset management
- Contract and AMC renewal management

- Reception, telephone handling, and visitor record management
- Courier and mail handling for the administration function
- Vendor quotation collection and procurement coordination
- Supplier follow-up and vendor relationship management
- Invoice submission and payment processing coordination with Finance
- Vendor compliance documentation management
- Domestic and international travel arrangements, including flights, hotels, visas, insurance, and transportation
- Travel support for employees and visitors
- Internal and external event and exhibition coordination
- Meeting, training, and event planning support
- Coordination with vendors and service providers for events and travel
- Travel and event expense record management.

Job Requirements-

- Experience in an Administration/General Affairs function
- Up to 3 years of work experience
- Bachelor's degree in commerce
- Proficiency in MS Office and Outlook

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Company Description