

PR/110887 | General Administration- Mumbai

Job Information

Recruiter
JAC Recruitment India

Job ID
1619238

Industry
Retail

Job Type
Permanent Full-time

Location
India

Salary
Negotiable, based on experience

Refreshed
October 27th, 2026 10:17

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

General Administration

• Handle day-to-day office administration, including office supplies, facilities, equipment, and fixed assets

• Coordinate procurement activities and vendor management

• Provide first-line support for IT and system-related issues and coordinate with relevant vendors or service providers as necessary

• Maintain and coordinate subscriptions, software services, and other administrative systems

• Support compliance-related activities, internal procedures, and the maintenance of relevant records and documentation

• Maintain contracts, corporate documents, and other important records

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