



## PR/109038 | Assistant Manager – Administration {Mumbai}

### 募集職種

#### 人材紹介会社

ジェイエイシーリクルートメントインド

#### 求人ID

1536144

#### 業種

その他（商社）

#### 雇用形態

正社員

#### 勤務地

インド

#### 給与

経験考慮の上、応相談

#### 更新日

2025年05月14日 23:00

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

ビジネス会話レベル

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可は必要ありません

### 募集要項

**Title:** Assistant Manager – Administration

#### Job Qualification:

- **Experience:** 5-10 years of experience in administration, specifically with a focus on expat services, facilities management, or working with Japanese nationals.
- **Technical Skills:** Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- **Organizational Expertise:** Exceptional organizational and multitasking abilities with a strong attention to detail.
- **Communication Excellence:** Outstanding written and verbal communication skills, with fluency in English. Ability to interact effectively with diverse teams and stakeholders.
- **Soft Skills:** Diplomacy, tact, and professionalism in handling internal staff, vendors, and visitors.
- **Decision-Making Capability:** Strong decision-making skills, with the ability to work both independently and collaboratively.
- **Minimum:** Bachelor's degree or equivalent in any relevant field.
- **Preferred:** Additional qualifications or certifications in Administration or related fields will be an asset.

#### Job Responsibilities:

- **Expat Management:** Oversee and manage the end-to-end needs of expat employees, with a primary focus on Japanese nationals, including visa processing, cultural acclimatization, and other administrative requirements.

- **Accommodation Oversight:** Ensure the smooth operation and maintenance of expat accommodations, ensuring that all living arrangements meet the highest standards.
- **Vendor & Facility Management:** Act as the point of contact for all vendor-related activities, ensuring timely and cost-effective services for housekeeping, security, and office maintenance.
- **Travel Coordination:** Manage seamless travel arrangements, including flight bookings, hotel reservations, and comprehensive itineraries for employees and visitors.
- **Guest/Visitor Relations:** Coordinate visitor management, ensuring that all interactions are professional and in line with company standards.
- **Administrative Support:** Oversee essential administrative functions, including courier management, billing, purchase orders, and overall task execution with precision and timeliness.