



## 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

1548512

#### 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07月23日 04:00

### 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.

**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.

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会社説明