



PR/109749 | Admin Executive

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

1560920

業種

小売

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10月07日 11:35

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

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

Job Title: Admin Executive

Location: Gurgaon

Job Overview: Seeking experienced Admin Executive

Job Responsibilities

Office Administration -

- Manage day-to-day office operations (facility management, supplies, utilities, vendor coordination).
- Supervise housekeeping and office maintenance to ensure a safe and efficient work environment.

Documentation & Compliance

- Maintain company records, agreements, and administrative documents in compliance with statutory requirements.
- Coordinate with consultants to support government registrations, renewals, and other compliance related filings.

Travel & Logistics

- Arrange domestic and international travel (air tickets, hotels, transportation) for employees and expatriates.
- Provide on-site support for business travellers (airport pick-up, accommodation, office coordination, etc.).
- -Support visa processing, FRRO registration, and other administrative procedures for expatriates.
- Others - Carry out various tasks and responsibilities as requested by management, including secretarial duties and support for other managers.

Experience

- 5+ Years of experience
- Japanese experience preferred

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会社説明