

# インドの求人なら JAC Recruitment India

# 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11月18日 05:00

### 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 Tite: 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

**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