



PR/110130 | Sr. Executive Admin

#### 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

1581868

##### 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

2026年06月16日 10:00

#### 応募必要条件

##### 職務経験

6年以上

##### キャリアレベル

中途経験者レベル

##### 英語レベル

日常会話レベル

##### 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

- Housekeeping & Facility Management
  - Oversee daily housekeeping operations to ensure cleanliness and upkeep of office premises.
  - Coordinate with housekeeping staff and address facility-related concerns promptly.
- Vendor Management & Billing
  - Manage vendors for housekeeping, security, pantry, and other admin services.
  - Track service quality, renew contracts, negotiate rates, and process vendor bills on time.
- Security & Office Operations
  - Coordinate with the security team to ensure smooth functioning of entry/exit procedures and safety protocols.

- Address day-to-day administrative issues and support overall office functioning.
- Employee Engagement Activities
  - Assist in planning and organizing office events, celebrations, and engagement initiatives.
  - Support internal communication and ensure smooth execution of activities.

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会社説明