



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04月21日 05:00

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