



## PR/110776 | General Affairs 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

1614187

#### 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09月22日 10:32

### 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

流暢

#### 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

#### Company Overview-

It is a Japan-based global specialty chemicals and advanced materials company. The Indian entity focuses on sales, technical support, and market development for its products across India.

#### Job Overview-

It's a General Affairs Executive role majorly focusing on office and vendor management, travel arrangement, etc.

#### Job Responsibilities-

- Office maintenance and facility management
- Housekeeping staff supervision and attendance management
- Office supplies, equipment, and asset management
- Contract and AMC renewal management

- Reception, telephone handling, and visitor record management
- Courier and mail handling for the administration function
- Vendor quotation collection and procurement coordination
- Supplier follow-up and vendor relationship management
- Invoice submission and payment processing coordination with Finance
- Vendor compliance documentation management
- Domestic and international travel arrangements, including flights, hotels, visas, insurance, and transportation
- Travel support for employees and visitors
- Internal and external event and exhibition coordination
- Meeting, training, and event planning support
- Coordination with vendors and service providers for events and travel
- Travel and event expense record management.

**Job Requirements-**

- Experience in an Administration/General Affairs function
- Up to 3 years of work experience
- Bachelor's degree in commerce
- Proficiency in MS Office and Outlook

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会社説明