



## PR/109038 | Assistant Manager – Administration {Mumbai}

### Job Information

**Recruiter**
[JAC Recruitment India](#)
**Job ID**

1520269

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

March 4th, 2025 12:01

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**Title:** Assistant Manager – Administration

**Job Qualification:**

- **Experience:** 5-10 years of experience in administration, specifically with a focus on expat services, facilities management, or working with Japanese nationals.
- **Technical Skills:** Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- **Organizational Expertise:** Exceptional organizational and multitasking abilities with a strong attention to detail.
- **Communication Excellence:** Outstanding written and verbal communication skills, with fluency in English. Ability to interact effectively with diverse teams and stakeholders.
- **Soft Skills:** Diplomacy, tact, and professionalism in handling internal staff, vendors, and visitors.
- **Decision-Making Capability:** Strong decision-making skills, with the ability to work both independently and collaboratively.
- **Minimum:** Bachelor's degree or equivalent in any relevant field.
- **Preferred:** Additional qualifications or certifications in Administration or related fields will be an asset.

**Job Responsibilities:**

- **Expat Management:** Oversee and manage the end-to-end needs of expat employees, with a primary focus on Japanese nationals, including visa processing, cultural acclimatization, and other administrative requirements.

- **Accommodation Oversight:** Ensure the smooth operation and maintenance of expat accommodations, ensuring that all living arrangements meet the highest standards.
- **Vendor & Facility Management:** Act as the point of contact for all vendor-related activities, ensuring timely and cost-effective services for housekeeping, security, and office maintenance.
- **Travel Coordination:** Manage seamless travel arrangements, including flight bookings, hotel reservations, and comprehensive itineraries for employees and visitors.
- **Guest/Visitor Relations:** Coordinate visitor management, ensuring that all interactions are professional and in line with company standards.
- **Administrative Support:** Oversee essential administrative functions, including courier management, billing, purchase orders, and overall task execution with precision and timeliness.

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## Company Description