



PR/109045 | Dy. Manager / Manager- Admin

Job Information

Recruiter

JAC Recruitment India

Job ID

1521430

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

February 11th, 2025 10:22

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

Designation – Manager / Dy. Manager Admin

Location: Bengaluru,

Job Responsibility

- Basic knowledge about accounting and tax
- Administrative documentation
- Negotiating (corporate contract with hotel etc...)
- Managing service provider related to office (security, housekeeping, driver etc.)

- Compliance to laws and company rules
- Overseeing day-to-day operations of the office, ensuring smooth functioning of administrative processes and procedures
- Scheduling appointments, meetings, and conferences. Coordinating logistics and preparing necessary materials.
- Making travel arrangements for employees, including booking flights, accommodations, and transportation.

Company Description