



PR/109129 | 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

1533014

## 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

2025年04月15日 11:28

## 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

ビジネス会話レベル

## 日本語レベル

ビジネス会話レベル

## 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

**ROLES & RESPONSIBILITIES****Office & Shopfloor Management** ▪ Oversee general office & Shop floor operations, ensuring a smooth and efficient work environment.

- Admin related office equipment, and inventory, ensuring that the office is well-stocked and operational.
- Supervise office cleanliness, maintenance, and security protocols. **Administrative Support** ▪ Assist in arranging food, presentations, and booking rooms for communication meetings.

- Maintain confidential files, records, and documents for the organization.

- Expats Visa and FRRO. **Vendor and Contract Management** ▪ Manage relationships with vendors, service providers, and suppliers, ensuring the timely delivery of goods and services regarding facilities & Administration.

- Negotiate contracts and monitor vendor performance to ensure compliance with agreed terms and conditions.

- Oversee service agreements for facilities such as office cleaning, security, House keeping & other operational needs.

**Facilities Management** ▪ Ensure the proper functioning of office infrastructure, timely payment of electricity and telecommunications.

- Coordinate office space planning and relocation activities as necessary. **Budgeting and Expense Management** ▪

Preparing and managing the administrative budget, tracking expenses, and ensuring cost control.

- Review & process admin invoices and handover invoices to respective depts for their processing. **Communication** ▪ Serve as a liaison to Japanese Expats for apartment, FRRO & police verification visits.

- Ensure effective internal communication within the office through MOMs, notices, and regular updates on administrative matters.

- Attending daily morning meeting and reporting any open points related to admin.
  - Monthly communication meeting with HODs and Monthly Assembly Meeting. **SOP & Checklists** ▪ Prepare Checklist for Housekeeping, Security, Pantry & Canteen.
  - Daily verification of process checklist( Housekeeping, Security, Pantry & Canteen). **Reports & Audit** ▪ Participating in IATF,EMS & OHSMS Audits other related activities.
  - Timely prepare & updating required documents & records/reports.
  - Facing all standard audits & ensure no NCs.
  - Quarterly Audit self assessment. **Compliance and Safety** ▪ Ensure compliance with legal, health, and safety standards for office operations.
  - Maintain records for employee insurance. & Vehicle insurance.
  - Renewal of company vehicle insurance and Emission certificates
  - & FC. **Event Management** ▪ Coordinate for corporate events, meetings, and training sessions, including venue arrangements, catering, and logistical support. **Admin Manpower** ▪ Monitor Security, Housekeeping & Pantry manpower.
  - Validate Security. Housekeeping & Pantry stock registers. **Transport Management** ▪ Coordinate Transportations (Domestic).
  - Manage Driver Schedule.
  - Employee Transportation Management(TT/Bus). **Guest Hotel / Expats House Management** ▪ Renewal of rental agreements( Plant, Warehouses, Expat Apartments) as per due date.
  - Searching for new apartment for Expats & Coordinating with real estate agencies.
  - Inspections before entering new apartment All necessary registration for entrance.
  - Arranging the drinking water facility for Expats apartments.
  - Ensuring timely payments of rental /brokerage charges/Maintenance charges/club house charges. **Transport Management** ▪ Coordinate Transportations (Domestic), Manage Driver Schedule, Employee Transportation, Carry out driver safety tests & checking vehicles with vehicle checklist. **Guest Hotel/Expats house Management** ▪ Renewal and Negotiation of rental agreement as per due date.
  - Searching for new apartments for Expats.
  - Coordinating with real estate agencies for selection of Apartment/repair/cleaning.
  - Inspections before entering new apartment.
  - Drinking water facility.
  - Ensuring monthly rental payments/brokerage charges/Maintenance charges/club house charges. **\*\*\*Leadership Skills**
  - Decision-making, communication, conflict resolution, integrity, problem-solving, flexibility, and relationship-building.
- REQUIREMENTS**  
**Knowledge** Good knowledge of Admin Practices and process, Supervision of Contractors, Knowledge of Japanese company culture. **Years of experience** 5 to 7 years **Language** English, Kannada and Hindi  
**Qualification** MBA/ MSW in HR **SKILLS**  
**Professional** Planning & Execution Skills, Problem Solving Skills, Communication Skills, Time Management and Multi-tasking, Sense of Responsibility and Accountability, Teamwork & Collaboration, Leadership Skills. **Personal** Great communication & explanation, Positive approach, Keen to learn new things.