



PR/109249 | JSP-Secretary

Job Information

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

1536253

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

April 30th, 2025 15:49

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

Industry:

Electronic parts

Company:

Manufactures electronic devices

Department: HR & GA

■Role and Responsibilities:

- Administrative Support.
- Communication and Liaison with internal and external.
- Confidentiality and Discretion.
- Other coordination work.

■Required Skills:

- JLPT Level N2/N3
- Having working experience more than 4 years.
- Strong written and verbal communication skills in English & Japanese.
- Ability to read and write Japanese language and English.

Company Description