



## PR/108986 | For N3 Japanese Speaker / Administration-Executive

### Job Information

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

1541816

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

July 1st, 2025 02:00

### 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

Position : Admin Executive/Japanese Interpreter

- Support for Japanese expatriates/business travellers
- Renewal procedures for annual ground floor accommodation and FRROs.
- Domestic and international travel arrangements for expatriates and business travellers (airline tickets and hotel arrangements)
- Correspondence with the office and other relevant departments
- Interpretation (Japanese/English) for internal and external meetings
- Support for import operations every three months.

### Company Description