



PR/109259 | Interpreter - Admin

Job Information

Recruiter

JAC Recruitment India

Job ID

1541925

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

May 20th, 2025 13:57

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 : Trading

★ Startup Company

-Job details-

■ Position : HR & Admin

■ Location : Gurugaon

■ ULPT : N2/N3

■ Responsibility :

- Support in setting up a new company and office in Gurgaon.
- Handle administrative tasks such as scheduling meetings, preparing reports, and maintaining documentation.
- Reserve hotel, flight ticket and dinner.
- Support for Japanese expatriates.

■ Required skills and Requirements

- JLPT Level N2/N3
- Having working experience as Admin more than 3 years.
- Experience in labor relations and negotiating with government.
- Working experience in Japan is preferable.

Company Description