



PR/109288 | Manager / Deputy Manager / Assistant Manager of Administration

Job Information

Recruiter

JAC Recruitment India

Job ID

1541946

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

June 3rd, 2025 01:00

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

Job responsibility :

Administration

- General correspondence in English and Indian local language
- Monitoring and preparation of company regulations
- Administration of insurance management
- Responsible for occupational health and safety on HR issues
- Invoice control and approval.

Expatriates Administration

- Main contact person for expatriates
- Application for the residence permit in coordination with the Headquarter in Japan
- Relocation administration for expatriates (apartments, opening bank accounts, registration at Citizen office, e.g.)
- Preparation and controlling of housing of the expatriates in coordination with accounting.
- Processing of tax returns

Facility Management:

- Contact person for office maintenance and cleaning agency.
- Pre-negotiation of contracts and contract management of external providers for responsible sector

Company Description