



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

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#### Company Description