



PR/109448 | For N1 or N2 Speakers インド / バンガロールのスタートアップ企業にて Admin Managerの募集

Job Information

Recruiter
[JAC Recruitment India](#)
Job ID

1545409

Industry

Other

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

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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

【Main Mission】

This position required to be responsible for all Admin work in general, additionally handling complaints from customers by receiving call and recording it, and manage warehouse with warehouse outsourcing service.

Admin Work

- Formalization and management of labor contract and related documents
- Related work in terms of insurances
- Management of properties
- Making and management of company documents
- Managing company event
- Arrange shipment/delivery of documents and small stuff
- Support contracting work for residence for foreigners
- Recruiting works
- Guidance for new staff
- Warehouse management with partner companies

- Filing the report of stock, order, return, damaged items

- Register Vending Machine info to System
- Receiving and Recording complains from customer
- Check and refunding work for QR payment as needed
- Reporting works
- Inventory report
- Customer complain report
- PO & DO report
- Disposing Report

Company Description