



PR/109377 | Internal Operations Management / Japanese industrial machinery manufacture

Job Information

Recruiter

JAC Recruitment India

Job ID

1548683

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

September 2nd, 2025 00:00

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 profile: Internal Management

■Scope of work:

- ・ Export/Import Management
- ・ Inventory Management
- ・ Accounting and Tax Affairs
- ・ Human Resources Operations
- ・ General Affairs-Related Duties

■Required Skills and Experiences

- Japanese – equivalent of N3(Minimum)
- Practical experience in export and import operations
- Hands-on experience in domestic shipping and receiving
- Solid background in inventory management
- Practical knowledge of accounting and taxation
- Experience in human resources, including social insurance procedures
- Work experience at a Japanese company
- Strong attention to accuracy and detail

■Preferable Skills and Experiences

- Connections with customs authorities
- Practical experience in general affairs
- Basic knowledge of IT
- Experience in company establishment

■Location: Pune

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Company Description