



PR/109479 | Dy. Manager / Manager- Admin

## Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1548775

**Industry**

Other

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

July 22nd, 2025 19:00

## 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

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

#### Other Works

- Receiving and Recording complains from customer
- Check and refunding work for QR payment as needed

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#### Company Description