



JAC Recruitment

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JAC Recruitment India

PR/109201 | Executive

Job Information

Recruiter[JAC Recruitment India](#)**Job ID**

1552436

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

July 22nd, 2025 10:18

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 Description:**Job Position:**

Executive - Admin

Type of position:

Outsourced

Job Location:

Bangalore

Job Responsibilities:

- Schedule Booking
- Hotel & Car Booking for Visitors & Guests
- To look after for day-to-day affairs of the branch, Day-to-Day follow ups and communication with branch offices and employees
- Maintenance of documentation for internal records
- Assistant Support to office GM such as preparing invoices and SAP entries
- Reporting in excel sheets

Education:

Graduate in any field

Experience Range:

3-4 years of experience working in a Japanese company or MNC.

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Company Description