



PR/109537 | Admin / Asst Manager

Job Information

Recruiter

[JAC Recruitment India](#)

Job ID

1553386

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

July 29th, 2025 10:57

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

General Administration:

- Manage office operations including facility management, vendor coordination, and office supplies.
- Handle employee services such as travel arrangements, accommodation, and welfare programs.
- Ensure compliance with local labor laws and company policies.
- Liaise with government authorities and external agencies as needed.

Import/Export Documentation:

- Coordinate with logistics partners and customs agents for timely import/export of goods.

- Prepare and manage shipping documents including invoices, packing lists, and customs declarations.
- Ensure compliance with Indian import/export regulations and documentation standards.
- Maintain accurate records of shipments and related documentation.

Procurement Support:

- Assist the procurement team in sourcing local vendors and suppliers.
- Support purchase order processing and follow-up on deliveries.
- Maintain vendor databases and assist in contract management.
- Collaborate with finance for invoice verification and payment processing.

Any Behavioural Competencies/Functional /Technical Competencies required

Must have... · Minimum 3 years of experience in administration

- Strong communication skills in English and Kannada
- Willingness to work proactively Preferable ...
- Knowledge of import/export procedures and procurement processes
- Experience working for Japanese company
- Work experience as procurement in the chemical industry Any industry specification

Preferably in a manufacturing or trading company or Chemical industry

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Company Description