

Indian Japanese Speaker - Admin Executive

Exciting role | Japanese fintech company

Job Information

Recruiter

RGF Select India Pvt. Ltd

Job ID

1556196

Industry

Private Equity Fund, Venture Capital

Job Type

Permanent Full-time

Location

India, Mumbai

Salary

2.5 million yen ~ 4 million yen

Work Hours

9:00-18:00 Mon-Fri

Holidays

Saturday, Sunday

Refreshed

November 4th, 2025 00:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Fluent

Other Language

Hindi - Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

[Job Description]

- · Coordinate the internal expense approval process, including documentation in Japanese
- \cdot Monitor and collect news and market intelligence related to the Indian economy and fintech sector
- · Assist in evaluating investment opportunities through research, material preparation, and internal coordination
- · Prepare and share internal reports and meeting minutes in Japanese
- · Oversee basic IT administration and manage internal IT assets

- · Assist with regulatory and compliance-related documentation as needed
- · Handle general office administration, including correspondence, scheduling, document filing, and record keeping
- · Coordinate meetings, prepare agendas, and support internal communications
- · Assist with travel arrangements, expense claims, and logistics for team members
- · Maintain and update company documentation, reports, and operational records
- · Serve as the point of contact for vendors, service providers, and facility-related matters
- · Liaise with consultants and relocation agencies to ensure the smooth transition of Japanese expats to and from India
- · Support HR, Finance, and other teams with administrative tasks such as onboarding, invoice tracking, and internal reporting
- · Ensure office supplies, equipment, and systems are well-maintained and operational; resolve any maintenance-related issues
- · Assist with regulatory or compliance-related documentation as needed

Required Skills

[Necessary Skill / Experience]

- · Japanese language proficiency (Native or JLPT N1)
- · Bachelor's degree in Business Administration, Management, or related field
- · 3+ years of experience in administration, office management, or a similar role
- · Strong skills in vendor negotiation and contract management
- · Excellent organizational, multitasking, and attention-to-detail abilities
- · Proficiency in Microsoft Office Suite and standard reporting tools
- · Strong English and Japanese proficiency with an excellent verbal and written communication skills

[Preferable Skill / Experience]

· Experience working in a cross-cultural environment

Company Description