

# RGF HR Agent India

## 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**

June 30th, 2026 10:00

### 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
- 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
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## 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
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## Company Description