



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

August 26th, 2025 13:47

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