



PR/109861 | Administrative Assistant

Job Information

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

1567474

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

February 10th, 2026 06:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

1. System Implementation Support
2. Collaborate with the head office team to provide information on local business processes and requirements
3. Based on the implementation plan developed by the head office, support local system configuration and data preparation
4. Validate whether the system's operation is suitable for the local subsidiary's business processes, and provide feedback to the head office on any necessary adjustments
5. Participate in system training conducted by the head office to learn about the system's operations and functions, and be responsible for communicating the acquired knowledge to other local employees
6. Assist in creating the system's operational manuals and troubleshooting guides
7. System Operation and Improvement
8. User Support: After system implementation, respond to inquiries from local employees and provide support on how to use the system
9. To maintain data, perform regular maintenance and checks to ensure the accuracy of customer, sales, and inventory data within the system
10. Report issues and areas for improvement identified through day-to-day operations to the headquarters, and propose further system optimization

Benefits:

- Time: 8:00-17:00
Working days- ○ Mon-Fri
- Training
- Company phone
- Company PC

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Company Description