



PR/109913 | Administration / Japanese Company

Job Information

Recruiter

JAC Recruitment India

Job ID

1569659

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

January 6th, 2026 04:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

■Designation: Administration

■Location: Gurgaon

■Japanese level: N3(Minimum)

■Responsibilities:

- General Affairs tasks: Manage office administration, vendor coordination, travel arrangements, and expatriate support including FRRO and visa procedures. Ensure compliance with local regulations and company policies.
- Accounting task: Coordinate with external accounting firms for bookkeeping, tax filings, and statutory compliance. Handle expense reimbursements, payments, and assist in financial reporting.
- Liaison with Japan HQ: Share administrative and financial reports, support audits, and maintain smooth communication with headquarters.

■Required skills

- Strong knowledge of general administration and accounting principles
- Familiarity with FRRRO and visa procedures for expatriates
- Proficiency in MS Office (Excel, Word) and basic accounting software
- Japanese language proficiency (Minimum: N3)

■Work Experience

- 5-10 years

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Company Description