



PR/109929 | MIS Executive

Job Information

Recruiter

JAC Recruitment India

Job ID

1578105

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

February 16th, 2026 11:48

General Requirements

Minimum Experience Level

Over 1 year

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

Responsibilities:

- Making Data analysis/MIS reports.
- Updating and maintaining records.
- Prepare PPT/MS Excel /MS Word report /entering data accurately and efficiently.
- Sorting and organizing paperwork and files.
- Responding to inquiries from staff regarding entered data.
- Support for regular lab work.

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