



## 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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