



## PR/110342 | HR & Admin Executive

### Job Information

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

1599472

**Industry**

Digital Marketing

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

August 7th, 2026 19:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Fluent

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

Designation- Executive - Admin & HR

Job Location- Mumbai

Job Description-

- HR related work ( Able to do Payroll processing indepdently, HR audit related work, Labour law compliance , legal matters)
- Holding bank related operations / daily bank reconciliation  
Input entry in Tally accounting software
- Handle all administrative operations .  
Visa invitation letter for overseas visitors.
- Provide required data to auditors and submit income tax return filing documents to consultant  
Co-ordinate with other team members

- Any task related to A&A/Admin assigned by team members / Director

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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## Company Description