



## PR/110313 | Japanese Secretary & Admin position

### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1600417

**Industry**

Other

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

June 30th, 2026 17:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### Position title

Secretary & General Affairs

#### Job Responsibility

##### 1. Executive & Secretarial Support

- Manage schedules, communications, and travel arrangements for executives and the local subsidiary president
- Plan and coordinate internal and external meetings (including clients, consultants, and partner companies)
- Act as a liaison between Japanese expatriates and local staff

2. Expatriate Support & Coordination

- Coordinate housing arrangements, public services, medical support, and domestic travel
- Prepare for expatriates' arrival, including accommodation, communication setup, and welcome kits

3. Japanese–English Interpretation & Translation

- Provide consecutive interpretation for meetings, site visits, and interactions with government authorities
- Translate business documents, presentation materials, contracts, and emails
- Prepare bilingual documents and travel itineraries

4. Office & Administrative Management

- Coordinate IT-related matters with the Japan headquarters and Indian vendors (software updates, asset management, etc.)
- Ensure compliance with internal policies and manage audits and documentation (HR, administration, finance)
- Plan and organize internal events, training programs, and executive visits

Department

Human Resources & General Affairs

Required Skills

- Experience in HR and general affairs
- Experience working in a Japanese company

Preferred Skills

- Previous secretarial experience

Working Hours

9:00 AM – 5:30 PM

**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