



PR/110802 | Admin Executive

Job Information

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

1614586

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

September 29th, 2026 10:35

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

Key Responsibilities:

- Manage day-to-day administrative activities and office operations.
- Coordinate with vendors, service providers, and internal departments.
- Maintain office records, documentation, and filing systems.
- Support HR-related activities, including employee documentation and coordination.
- Assist in basic accounting and finance-related tasks such as invoice processing, expense tracking, and record maintenance.
- Handle correspondence, emails, and communication professionally.
- Prepare reports, presentations, and documents using MS Office applications.

- Ensure smooth execution of administrative processes and compliance with company policies.
- Provide administrative support to management and other departments as required.

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Company Description