



PR/110849 | Assistant Manager

Job Information

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

1616902

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

October 13th, 2026 11:08

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Basic

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Department & Designation Admin/Asst Manger or else (It's decided by their experience.)

Educational Qualification Diploma or Bachelor's degree preferred; relevant experience and skills will be given priority.

Location: Bangalore

Experience: 5+

Job roles:**1. Company Formation & Statutory Compliance**

- Support incorporation and initial setup of the Indian entity in coordination with legal advisors, consultants, and government authorities.

- Coordinate applications for statutory registrations, licenses, and government approvals.
- Manage and maintain corporate records, statutory documents, and regulatory filings.
- Liaise with external consultants including Company Secretary, Chartered Accountant, legal advisors, and government agencies.
- Ensure compliance with applicable Indian corporate regulations and reporting requirements.

2. Government Registrations & License Management Support acquisition, renewal, and maintenance of relevant registrations including:

- PAN / TAN
- GST Registration
- Professional Tax Registration
- Shops & Establishment Registration
- Import Export Code (IEC)
- EPF Registration
- ESIC Registration
- Bank account opening and related documentation
- Other local and central government registrations as required

3. General Administration (GA)

- Support office establishment and facility management.
- Coordinate office lease agreements and vendor management.
- Manage office supplies, assets, and administrative budgets.
- Handle travel arrangements, hotel bookings, transportation, and visitor management.
- Coordinate with service providers for IT, telecom, security, housekeeping, and maintenance.
- Maintain company records and document management systems.

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Company Description