



PR/110875 | Assistant Mana

Job Information

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

1618495

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

October 20th, 2026 10:15

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Fluent Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Roles and responsibilities:-

- Manage MIS and export order processing through the designated system.
- Coordinate and prepare MIS reports.
- Collaborate across functions to ensure timely completion of logistics and commercial documentation.
- Prepare and circulate daily status reports.
- Oversee order processing and maintain accurate system records.
- Update weekly status information in the system.
- Provide updates to Divisional Functional Management (DFM).
- Prepare market reports and conduct market analysis.

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Company Description