

PR/110879 | Accounting & Admin Executive

Job Information

Recruiter
JAC Recruitment India

Job ID
1619231

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
India

Salary
Negotiable, based on experience

Refreshed
October 27th, 2026 10:17

General Requirements

Minimum Experience Level
Over 3 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

Key Responsibilities:

- Manage end-to-end office administration including correspondence, policy/document management, office supplies, insurance administration, onboarding/offboarding support, event coordination, inventory, archives, and workplace health & safety compliance.
- Serve as the primary HR contact for employees, handling personnel records, payroll coordination, time & attendance management, recruitment, employment documentation, training administration, benefits, insurance, and liaison with auditors, tax advisors, and external HR partners.
- Oversee expatriate administration including visa/residence permit processing, relocation support, housing coordination, bank account setup, local registrations, and tax return management.
- Coordinate facility management activities, including office maintenance, vendor and contract management, workspace setup for new hires, and upkeep of common areas and office facilities.
- Manage corporate travel arrangements, including flight, hotel, and car bookings, visa support, and business travel

documentation/compliance requirements.

- Provide basic accounting support by processing invoices, bank statements, travel expenses, payment transactions, vendor/bank communications, monthly and annual closing activities, and supporting audits and financial reporting.

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