

PR/110897 | Office Assistant -

Job Information

Recruiter
JAC Recruitment India

Job ID
1621247

Industry
Chemical, Raw Materials

Job Type
Permanent Full-time

Location
India

Salary
Negotiable, based on experience

Refreshed
November 3rd, 2026 11:04

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

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Designation: Office Assistant/Admin/Business Coordinator
Department: Administration
Location: Vadodara

Roles & Responsibilities:

- Handle day to day office administrative work.
- Maintain and organize office documents.
- Manage incoming and outgoing calls, emails, and correspondence.
- Prepare basic reports, letters, documents, and spreadsheets.

- Assist with scheduling meetings and other office activities.

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Company Description