

PR/110917 | HR and Admin

Job Information

Recruiter
JAC Recruitment India

Job ID
1621786

Industry
Other (Trade)

Job Type
Permanent Full-time

Location
India

Salary
Negotiable, based on experience

Refreshed
November 10th, 2026 11:21

General Requirements

Minimum Experience Level
Over 6 years

Career Level
Mid Career

Minimum English Level
Basic Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

- Experience: Around 6–7 years in HR & Administration
- Japanese language: Not required
- Location preference: Candidates from Karnataka, preferably local
- Language preference: Kannada and English are essential, with at least a working knowledge of Hindi
- Key requirement: Strong HR & Admin experience
- Should be capable of independently handling the HR & Admin function
- Experience in HR operations, recruitment, employee engagement, payroll coordination, statutory compliance, office administration, and general affairs
- Should be comfortable working with Japanese management and Japanese colleagues

- Good communication and coordination skills
- Experience in a Japanese company/MNC would be an added advantage

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Company Description