



Indian Japanese Speaker - Admin Executive

Exciting role | Japanese fintech company

募集職種

人材紹介会社

RGF Select India Pvt. Ltd

求人ID

1556196

業種

プライベートエクイティファンド・ベンチャーキャピタル

雇用形態

正社員

勤務地

インド, Mumbai

給与

250万円 ~ 400万円

勤務時間

9:00-18:00 Mon-Fri

休日・休暇

Saturday, Sunday

更新日

2026年02月24日 00:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

流暢

日本語レベル

流暢

その他言語

ヒンディー語 - 流暢

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

【Job Description】

- ・ Coordinate the internal expense approval process, including documentation in Japanese
- ・ Monitor and collect news and market intelligence related to the Indian economy and fintech sector
- ・ Assist in evaluating investment opportunities through research, material preparation, and internal coordination
- ・ Prepare and share internal reports and meeting minutes in Japanese
- ・ Oversee basic IT administration and manage internal IT assets

- Assist with regulatory and compliance-related documentation as needed
 - Handle general office administration, including correspondence, scheduling, document filing, and record keeping
 - Coordinate meetings, prepare agendas, and support internal communications
 - Assist with travel arrangements, expense claims, and logistics for team members
 - Maintain and update company documentation, reports, and operational records
 - Serve as the point of contact for vendors, service providers, and facility-related matters
 - Liaise with consultants and relocation agencies to ensure the smooth transition of Japanese expats to and from India
 - Support HR, Finance, and other teams with administrative tasks such as onboarding, invoice tracking, and internal reporting
 - Ensure office supplies, equipment, and systems are well-maintained and operational; resolve any maintenance-related issues
 - Assist with regulatory or compliance-related documentation as needed
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スキル・資格

【Necessary Skill / Experience】

- Japanese language proficiency (Native or JLPT N1)
- Bachelor's degree in Business Administration, Management, or related field
- 3+ years of experience in administration, office management, or a similar role
- Strong skills in vendor negotiation and contract management
- Excellent organizational, multitasking, and attention-to-detail abilities
- Proficiency in Microsoft Office Suite and standard reporting tools
- Strong English and Japanese proficiency with an excellent verbal and written communication skills

【Preferable Skill / Experience】

- Experience working in a cross-cultural environment
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会社説明