



JAC Recruitment

インドの求人なら  
JAC Recruitment India

## PR/109913 | Administration / Japanese Company

## 募集職種

## 人材紹介会社

ジェイエイシーリクルートメントインド

## 求人ID

1569659

## 業種

その他（商社）

## 雇用形態

正社員

## 勤務地

東京都 23区

## 給与

経験考慮の上、応相談

## 更新日

2026年01月06日 04:00

## 応募必要条件

## 職務経験

6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

ビジネス会話レベル

## 最終学歴

短大卒：準学士号

## 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

■Designation: Administration

■Location: Gurgaon

■Japanese level: N3(Minimum)

## ■Responsibilities:

- ・ General Affairs tasks: Manage office administration, vendor coordination, travel arrangements, and expatriate support including FRRO and visa procedures. Ensure compliance with local regulations and company policies.

- ・ Accounting task: Coordinate with external accounting firms for bookkeeping, tax filings, and statutory compliance. Handle expense reimbursements, payments, and assist in financial reporting.

- ・ Liaison with Japan HQ: Share administrative and financial reports, support audits, and maintain smooth communication with headquarters.

## ■Required skills

- ・ Strong knowledge of general administration and accounting principles
- ・ Familiarity with FRRO and visa procedures for expatriates
- ・ Proficiency in MS Office (Excel, Word) and basic accounting software
- ・ Japanese language proficiency (Minimum: N3)

■Work Experience

- ・ 5-10 years

**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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会社説明