



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 FRRRO 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

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会社説明