



JAC Recruitment

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India



PR/108846 | Admin HR

## Job Information

**Recruiter**[JAC Recruitment India](#)**Job ID**

1506707

**Industry**

Retail

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

November 26th, 2024 11:19

## General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

## Job Description

**Job Description:****Job Position:** (A.M./D.M.) - Admin HR**Age:** Early 30 to 40 years old**Experience:** Over 10 years of experience in the same field**Job Location:** Bangalore**Roles & Responsibilities:**

- General Administration & Simple Accounting for the Indian Subsidiary.
- Arrangement of Labour Insurance & Social Insurance.
- Management of work rules & regulations.
- Arrangement of contracts with contractors.
- Arrangement of flights, hotels, cars, etc. for business travelers.
- Arrangement of visas, work permits, FRRO registration, PAN Applications, etc.
- Assistance in closing accounts.
- Assistance in dealing with audits.
- Reimbursement and book - keeping.

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Company Description