



PR/108539 | Accounts and Administrative Representative

Job Information

Recruiter

JAC Recruitment India

Job ID

1513654

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

December 24th, 2024 13:09

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

Responsibilities:**1. Licensing & Compliance:**

- Acquire and renew business licenses.
- Liaise with administrative agencies and update regulations/manuals.

2. Accounting:

- Manage financial entries, salary calculations, tax, and insurance.

3. Human Resources:

- Handle recruitment, employee training, and labor contracts.

4. General Affairs:

- Oversee office contracts, procurement, and asset management.

5. Executive Assistance:

- Assist Japanese Manager with visa/work permit, travel bookings, and logistical support.

Company Description