



PR/108819 | Office Assistant

Job Information

Recruiter

JAC Recruitment India

Job ID

1513762

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

January 21st, 2025 22:00

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

Experience: 4-8 years

Key Responsibilities:

- Assist with day-to-day office operations and administrative tasks.
- Greet visitors and provide general support to clients and staff.
- Maintain and organize office files, records, and documents.
- Prepare and edit documents, reports, and presentations.
- Handle incoming and outgoing mail and packages.
- Schedule and coordinate meetings, appointments, and travel arrangements.

- Manage office calendars and ensure timely reminders for important events.
- Monitor and maintain office supplies inventory.
- Perform data entry tasks and update databases.
- Generate and distribute reports as required.
- Provide administrative support to various departments and staff members.
- Assist with special projects and tasks as assigned.
- Coordinate with maintenance and cleaning services as needed

Company Description