



## PR/108820 | Office Assistant

### Job Information

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

1513763

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

January 7th, 2025 02:00

### 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

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## Company Description