



PR/108853 | Admin Officer

## Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1513783

**Industry**

Civil Engineering and Construction

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

April 1st, 2025 01:00

## 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 with office management software like MS Office (MS Word, MS PPT and MS Excel specifically).
- Solid knowledge of office procedures and filing system.
- Prepare regular reports on Quotations and Work Orders.
- Organize a filing system for important and confidential company documents.
- Prepare reports and presentations with statistical data, as assigned.
- Strong written and verbal communication skills.
- Should have typing speed minimum 40 words / minute.

