



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

January 21st, 2025 23:00

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.

Company Description