



PR/108986 | For N3 Japanese Speaker / Administration-Executive

Job Information

Recruiter

[JAC Recruitment India](#)

Job ID

1518298

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

January 28th, 2025 11:24

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

Position : Admin Executive/Japanese Interpreter

- Support for Japanese expatriates/business travellers
- Renewal procedures for annual ground floor accommodation and FRROs.
- Domestic and international travel arrangements for expatriates and business travellers (airline tickets and hotel arrangements)
- Correspondence with the office and other relevant departments
- Interpretation (Japanese/English) for internal and external meetings
- Support for import operations every three months.

Company Description