



PR/109239 | インド / バンガロールの日系VCにて社長秘書の募集

Job Information

Recruiter
[JAC Recruitment India](#)
Job ID

1536246

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

April 30th, 2025 15:49

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

As the Executive Assistant to the Indian CEO, you are expected to:

- Be a strategic partner to the CEO
- Act as a liaison between the CEO and internal/external stakeholders
- Ensure smooth execution of strategic and administrative tasks
- Work with cross functional teams (CEO's office, investment team, programs team, etc.)
- Manage and optimise the CEO's calendar, schedule meetings, travel and events
- Handle correspondence, emails and follow-ups on behalf of the CEO
- Work with patience for any changes and followups required
- Maintain confidentiality and handle sensitive information with discretion

Must have qualities

- 3-5 years work experience in a similar roll
- Strong administrative and time management skills
- Strong written and spoken English

Company Description