



## 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**

1541910

**Industry**

Bank, Trust Bank

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

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### 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