



JAC Recruitment

We are recruitment specialists around the globe

India



PR/109195 | 立ち上げサポート職

Job Information

Recruiter

[JAC Recruitment India](#)

Job ID

1548582

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

July 22nd, 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

インド法人立ち上げのフェーズですので、社長直下で幅広い業務を担っていただきます。
臨機応変に柔軟に対応頂ける方を探しています！

- ・ 営業のサポート
- ・ 人事業務
- ・ 取締役会の準備サポート
- ・ 秘書業務（スケジュール管理）
- ・ 出張者対応（ホテル・フライトの調整）
- ・ 日本本社とのやりとり 等

詳細は面談時にお伝えいたしますので、お気軽にお問い合わせください。

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Terms and Conditions Link: <https://www.jac-recruitment.in/terms-of-use>

Company Description

