



インドの求人なら
JAC Recruitment India

PR/109196 | 秘書

Job Information

Recruiter

JAC Recruitment India

Job ID

1548584

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

August 5th, 2025 00:00

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

■新規インド進出日系企業にて秘書兼通訳職

- ・新設法人立ち上げサポート（登記やオフィス決定までのフォロー等）
- ・口座開設における事務処理
- ・現場通訳
- ・工場立ち上げサポート（1-2年後の計画）
- ・その他庶務業務

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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Company Description