



## 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**

1548618

**Industry**

Bank, Trust Bank

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

July 8th, 2025 16:46

### 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

**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