



PR/109516 | CS - Junior Executive / Executive

Job Information

Recruiter

JAC Recruitment India

Job ID

1552449

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

August 5th, 2025 14:00

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

Company Overview

One of the leading Japanese MNC into Automotive/Automobile industry having in PAN India location

Job Location: Bidadi

Job Requirement:

- Support in organizational policy/Rules making and implementation
- Support in legal activities
- Support in admin activities

- Support in Internal audit
- Plan and schedule preparation of various activities
- Support in events (mainly CSR)
- Preparing minutes of meetings
- Preparing reports of various activities
- Must adhere to given timeline
- Coordinating with other teams/govt offices.

Job Desired:

- Language: Kannada and English
- Good communication skill
- Qualification: Graduate
- Years of experience: 1 to 4 Years
- Knowledge: Legal and Secretarial

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Company Description