



PR/109239 | インド / バンガロールの日系VCにて社長秘書の募集

募集職種

人材紹介会社

ジェイエイシーリクルートメントインド

求人ID

1548618

業種

銀行・信託銀行・信用金庫

雇用形態

正社員

勤務地

インド

給与

経験考慮の上、応相談

更新日

2025年07月08日 16:46

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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

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会社説明