



PR/109479 | Dy. Manager / Manager- Admin

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

1548775

業種

その他

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 16:49

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**Job Responsibility****Main Mission**

This position required to be responsible for all Admin work in general, additionally handling complaints from customers by receiving call and recording it and manage warehouse with warehouse outsourcing service.

Admin Work

- Formalization and management of labor contract and related documents
- Related work in terms of insurances
- Management of properties

- Making and management of company documents
- Managing company event
- Arrange shipment/delivery of documents and small stuff
- Support contracting work for residence for foreigners
- Recruiting works
- Guidance for new staff.
- Filing the report of stock, order, return, damaged items

Other Works

- Receiving and Recording complains from customer
- Check and refunding work for QR payment as needed

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会社説明