



PR/109500 | Coordinator - Gurgaon

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

1551996

業種

その他（メーカー）

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15日 10:30

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

Company Overview: One of the leading Japanese MNC having their HQ in Gurgaon.

Job Overview: Looking for an individual having strong experience into coordination while take care of the inventory.

Job Responsibilities:

- Document preparation, e-mail correspondence, and telephone support
- Data entry, management and analysis
- Preparation for meetings and taking minutes
- Customer service, responding to inquiries
- Expense reimbursement, equipment inventory management
- Creation and management of customer lists
- Perform work in accordance with the instructions of the supervisor
- Reporting, communication, and consultation will be determined in cooperation with the supervisor.
- Decision-making authority is limited within the work.

Job Requirements:

- Graduate having 3+ years' experience working in the profile
- Must have strong communication in English
- Strong in PC skills like PC skills (Word, Excel, PowerPoint, etc.)
- Must have good administrative skills
- Must have strong customer service skills
- Must be a team player

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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会社説明