



PR/109516 | CS - Junior Executive / Executive

#### 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

1552449

##### 業種

自動車・自動車部品

##### 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22日 10:19

#### 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 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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会社説明