



## PR/109565 | Interpreter / Translator & 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

1554780

#### 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10月07日 11:35

### 応募必要条件

#### 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 Summary

- ・ Interpret during meetings and video conferences as needed.
- ・ Handle calendar management, meeting scheduling (including international calls), and travel arrangements.
- ・ Support administrative operations such as visa processing, membership renewals, and guest management.
- ・ Manage confidential tasks, including coordination with senior executives and international stakeholders.
- ・ Provide translation and administrative support to the Plant Head and expatriate staff.
- ・ Coordinate with team leaders to track and update assigned tasks.

#### Skills

- ・ Excellent communication skills

- Polite & well mannered

- Punctual

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会社説明