



PR/109618 | Assistant 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

1556717

業種

石油・エネルギー

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09月02日 10:11

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

Responsibility:

- To understand the whole operation of the company and its purposes regarding GA and work as a back-up of other GA staff members
- To make necessary standard operation procedures regarding GA tasks to standardize operations
- To propose improvements regarding GA and implement them under supervisors' instruction
- To propose and make necessary changes to company's internal regulations and rules under supervisors' instructions
- To promote improvements of the working environment including planning and implementing engagement enhancement activities including company events
- To communicate with every employee, find their needs and support them solving any issues

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