

インドの求人なら JAC Recruitment India

PR/109629 | Admin position / Japanese Consulting Firm

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

1556727

業種

ビジネスコンサルティング

雇用形態

正社員

勤務地

タイ

給与

経験考慮の上、応相談

更新日

2025年11月11日 13:00

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

無し

日本語レベル

無し

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 Description:

This is a dynamic administrative role within a startup environment, responsible for managing a wide range of back-office operations.

The position supports the smooth functioning of internal processes across departments including HR, finance, general administration, and vendor coordination.

■Key Responsibilities:

- · Oversee day-to-day office operations, including facility management, procurement, and vendor liaison
- · Support HR functions such as onboarding, attendance tracking, and employee documentation
- · Assist with finance tasks including invoice processing, expense tracking, and coordination with external accountants
- · Manage internal documentation, filing systems, and data entry
- · Coordinate meetings, travel arrangements, and logistics for team members and visitors
- · Ensure compliance with company policies and assist in preparing reports for audits or internal reviews
- · Act as a central point of contact for administrative queries from internal teams and external partners
- · Contribute to process improvements and help build scalable administrative systems suitable for a growing organization

■Requirements:

- · Experience in administrative or back-office roles, preferably in a startup or fast-paced environment
- Strong organizational and multitasking skills with attention to detail
 Ability to work independently and proactively in a dynamic setting
- · Good communication skills in English
- · Japanese language proficiency (N2 or higher)

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