PR/109861 | Administrative Assistant

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
1567474

業種
その他（メーカー）

雇用形態
正社員

勤務地
東京都 23区

給与
経験考慮の上、応相談

更新日
2026年01月27日 11:01

応募必要条件

職務経験
6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
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

1. System Implementation Support
2. Collaborate with the head office team to provide information on local business processes and requirements
3. Based on the implementation plan developed by the head office, support local system configuration and data preparation
4. Validate whether the system's operation is suitable for the local subsidiary's business processes, and provide feedback to the head office on any necessary adjustments
5. Participate in system training conducted by the head office to learn about the system's operations and functions, and be responsible for communicating the acquired knowledge to other local employees
6. Assist in creating the system's operational manuals and troubleshooting guides
7. System Operation and Improvement
8. User Support: After system implementation, respond to inquiries from local employees and provide support on how to use the system
9. To maintain data, perform regular maintenance and checks to ensure the accuracy of customer, sales, and inventory data within the system
10. Report issues and areas for improvement identified through day-to-day operations to the headquarters, and propose further system optimization

Benefits:

- Time: 8:00-17:00
  Working days- ○ Mon-Fri
- Training
- Company phone
- Company PC

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