



PR/110558 | Admin 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

1603162

業種

その他（商社）

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

2026年08月18日 13:00

応募必要条件

職務経験

1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

Job Description:

Designation/Title - Admin - Executive

Location - Gurugram

Educational Qualification: Bachelor's degree in any discipline

Roles & Requirement:

- Manage order-related documentation, including purchase orders, invoices, and related administrative records.
- Support basic accounting activities and coordinate with external accounting service providers.
- Arrange travel logistics, including hotel bookings and transportation for employees and visitors.
- Procure office supplies and maintain smooth office operations.

- Provide general administrative support and assist with various operational requirements as needed.

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