



PR/110595 | Admin staff

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

1604945

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11日 02:00

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

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:

Job Title: Admin Staff

Location: Gurgaon, India

Educational Requirements: Graduate degree preferred

Experience Range: 2 to 5 years of experience in Office Administration, General Administration, Facility Management, Office Coordination, Administrative Support Functions

Roles & Responsibilities:

- Support daily office administration and operational activities.
- Coordinate with facility management, housekeeping, maintenance, and other service vendors.
- Manage office supplies, stationery inventory, and procurement requirements.

- Arrange travel bookings, accommodation, transportation, and related logistics for employees and visitors.
- Coordinate meetings, conference room bookings, and visitor management activities.
- Maintain administrative records, documents, contracts, and databases with high accuracy.

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会社説明