



PR/109565 | Interpreter / Translator & 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

1612733

業種

その他（メーカー）

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

2026年09月29日 10:00

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

日常会話レベル

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

Job Summary

- Interpret during meetings and video conferences as needed.
- Handle calendar management, meeting scheduling (including international calls), and travel arrangements.
- Support administrative operations such as visa processing, membership renewals, and guest management.
- Manage confidential tasks, including coordination with senior executives and international stakeholders.
- Provide translation and administrative support to the Plant Head and expatriate staff.
- Coordinate with team leaders to track and update assigned tasks.

Skills

- Excellent communication skills
- Polite & well mannered
- Punctual

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会社説明