

PR/110802 | 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
1614586

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11月10日 06:00

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
流暢レベル

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

Key Responsibilities:

- Manage day-to-day administrative activities and office operations.
- Coordinate with vendors, service providers, and internal departments.
- Maintain office records, documentation, and filing systems.
- Support HR-related activities, including employee documentation and coordination.
- Assist in basic accounting and finance-related tasks such as invoice processing, expense tracking, and record maintenance.
- Handle correspondence, emails, and communication professionally.
- Prepare reports, presentations, and documents using MS Office applications.

- Ensure smooth execution of administrative processes and compliance with company policies.
- Provide administrative support to management and other departments as required.

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