



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09月29日 10:35

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

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.

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会社説明