

PR/110823 | Japanese-Speaking Sales Assistant / Business Development Coordinator | Bangalore

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
1616177

業種
土木

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10月20日 07:00

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
ビジネス会話レベル

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

Key Responsibilities • Sales administration and project tracking
• Customer communication with Japanese clients
• Meeting coordination and minutes preparation
• Translation and interpretation support (Japanese ↔ English)
• Preparation of proposals, reports, and presentation materials
• Coordination with internal departments and external stakeholders
• Support for Japanese expatriate staff and business operations

Requirements • Japanese language proficiency (JLPT N2 or above preferred)
• Business-level English communication skills
• Experience in sales support, coordination, administration, customer service, or translation/interpretation is a plus
• Strong communication and organizational skills
• Interest in working with a Japanese company in a multicultural environment

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