



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06日 10:44

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

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会社説明