

PR/110887 | General Administration- Mumbai

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
1619238

業種
小売

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27日 10:17

応募必要条件

職務経験
10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

General Administration

• Handle day-to-day office administration, including office supplies, facilities, equipment, and fixed assets

• Coordinate procurement activities and vendor management

• Provide first-line support for IT and system-related issues and coordinate with relevant vendors or service providers as necessary

• Maintain and coordinate subscriptions, software services, and other administrative systems

• Support compliance-related activities, internal procedures, and the maintenance of relevant records and documentation

• Maintain contracts, corporate documents, and other important records

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会社説明