



PR/108454 | Assistant to MD

Job Information

Recruiter

JAC Recruitment India

Job ID

1509220

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

December 11th, 2024 15:35

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Role and Responsibilities:

1

Organize and coordinate meetings, including preparing agendas, taking minutes, and following up on action items.

2

Manage the MD's calendar, including scheduling meetings, appointments, and travel arrangements.

3

Prepare and edit correspondence, communications, presentations, and other documents.

4

Handle incoming and outgoing communications on behalf of the MD.

5

Screen and direct phone calls and distribute correspondence.

6

Conduct research and compile data for meetings, reports, and presentations.

7

Prepare reports, summaries, and presentations as needed.

8

Assist with the preparation of annual reports, board meeting materials, and other key documents.

9

Act as the primary point of contact between the MD and internal/external stakeholders.

10

Maintain professional relationships with clients, vendors, and business partners.

11

Ensure smooth communication between the MD and other executives, departments, and employees.

12

Assist

Company Description