



世界トップシェアを誇る自動車部品メーカーにて日本人一般事務/経営企画業務サポート/  
拠点長秘書業務の募集！

## Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

820191

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

2.5 million yen ~ Negotiable, based on experience

**Work Hours**

月～金 8:00～17:05

**Refreshed**

December 10th, 2024 11:01

## General Requirements

**Career Level**

Entry Level

**Minimum English Level**

Daily Conversation

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

No permission to work in Japan required

## Job Description

**■業務内容**

- ・ 経営企画業務サポート 50%  
会社およびインド内イベントスケジュール管理、渉外業務サポート  
(商工会、大使館、JETRO等の外部機関からの依頼対応等)、社内資料、レポートの英訳
- ・ 拠点長秘書業務 50%  
スケジュール管理全般・国内外出張手配、経費精算、来客対応等

**【求人の魅力】**

- ・ 国内最大手メーカーでの経営企画業務の携わることができます。
- ・ 資料作成・翻訳などもあり、英語力を活かせます。

**■福利厚生**

- ・ 赴任、帰任時航空券
- ・ VISA取得費用、取得交通費
- ・ FRRO申請費用（新規/更新）
- ・ 年1回の一時帰国航空券

- ・ 社有車を貸与
  - ・ 業務用PCと携帯SIMカード貸与
  - ・ 個人業績に応じて毎年昇給あり
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## Required Skills

- ・ 英語コミュニケーションレベル以上、ヒンディー語話せれば尚可。
  - ・ インドでの事務経験または留学経験がある方が望ましい。
  - ・ 現地スタッフとも仲良くコミュニケーションが取れる方。
  - ・ 社会人経験がある方。
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## Company Description

### **JAC Recruitment Asia**

**Delivering talented Human Resource to our clients, throughout Asia and across the globe.**

Moving with the times people, companies and society are always changing. Times may change, but JAC Recruitment's guiding philosophy to introduce individuals who will bring dynamism to our client's business has never wavered.

Since 1975, when we became the first Japanese recruitment agency to commence business in the UK, we have subsequently opened offices in Singapore, Japan, Malaysia, Indonesia, Thailand, China, Korea, Hong Kong and Vietnam and have become a truly International Recruitment Consultancy whilst still maintaining important strong local foundations in each of our operations.

A thorough understanding of our clients' needs and a deep-rooted understanding of culture, lifestyle and business practices in each country has enabled us to introduce and place many exceptional individuals over the years.

We have developed our business through an international corporate culture of being a Japanese agency established in the UK. It is this culture which makes JAC Recruitment truly International.

Through our highly specialized consultants, we have gained the reputation for matching people and companies together across industries and across the globe.

Our network of branches throughout Asia and in the UK allows us to source the highest caliber professionals from all over the world for clients, and also enables us to find international appointments for candidates with the aspirations, skills and language ability to work overseas in today's global marketplace.

As a major recruitment agency, we make the most of our size and track record, our global network and our corporate culture to deliver recruitment solutions to our clients.

New employees bring growth to a company which can then bring vitality to both the Asia region and the wider world.