



JAC Recruitment

We are recruitment specialists around the globe

Indonesia

PR/122496 | Secretary

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ネシア

求人ID

1506518

業種

物流・倉庫

雇用形態

正社員

勤務地

インドネシア

給与

経験考慮の上、応相談

更新日

2024年11月26日 10:20

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**Requirements:**

- Bachelor's degree in Secretarial Studies, Administration, or a related field.
- At least 2 years of relevant work experience.
- Possession of JLPT N1 certificate is required.
- Preferably graduated from a university in Japan or has work experience in Japan.
- Strongly result-oriented.

Job Description:

- Maintain the Director's agenda and schedule appointments, meetings, and conferences.
- Attend meetings and keep minutes.
- Handle and prioritize all outgoing and incoming correspondence.
- Communicate with other departments.
- Make travel arrangements for in-office professionals and special visitors.
- Open and screen mail, responding to correspondence and inquiries.

- Prepare program materials and resolve issues with equipment, form completion, and follow-up as appropriate.
 - Ensure compliance and operational risk controls in accordance with institutional or regulatory standards and policies.
-

会社説明