



PR/108454 | Assistant to MD

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

1509220

業種

その他（メーカー）

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

2024年12月11日 15:35

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

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

会社説明