



PR/109136 | Executive- Administration (Chennai)

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

1525420

業種

その他（商社）

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

2025年04月22日 09:01

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

Title: Executive - Admin

Job Qualification:

- 12th / Graduation or related field ' from Reputed Institute /University.
- Excellent communication skills.
- The candidate should exhibit proficiency in time management and problem-solving in daily situation.
- The individual must be proficient in using computers and other office equipment.
- The candidate inter alia should know the procedure of dealing with office backend work.
- We are required a Candidate who has worked with Japanese Companies and handled Japanese and other foreign National clients.

Job Responsibilities:

- Managing & attending casual and vendor visitors.
- Maintaining visitors record.
- Manage administrative chores and organizational task.
- Call management Inbound/ Outbound.
- Scheduling appointments, organizing files, and maintaining office supplies.
- Management of courier service.

- Monitoring work of housekeeping staff.
- Management of office area maintenance.
- Following up with other employees for office external works.
- Management of Printer and other office equipment.
- Coordination with KTI office for other internal support in Chennai office.

会社説明