



PR/109074 | For N2, N3 Japanese Speaker

Job Information

Recruiter

[JAC Recruitment India](#)

Job ID

1541841

Industry

Medical Device

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

June 3rd, 2025 03:00

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

- To prepare and Maintain books of accounts.
- To prepare Monthly bank reconciliation statement.
- Maintain clear records of company accounts, staff payroll, assets and expenditure.
- Managing a monthly budget sheet, expense claim reports, and report them to HO.
- Managing accountant data with accounting company and report to HO.
- Carry out for payment on time to general contracted companies.
- Managing accounts receivable for products from distributors.
(Notification of the payment date to distributors. Issuing tax invoice and managing a monthly tax invoice, etc.)
- Generation of Customer Invoices, Debit Note and Credit Notes in accounting Software (Tally / SAP).
- Posting customer incoming payments in SAP program.
- Translating documents into Japanese and interpreting meeting with HO into Japanese.
- Act as a point of contact between company and Audit and Taxation consultant for timely completion of all the activities.
- Follow your supervisor's instructions.

Company Description