

インドの求人なら JAC Recruitment India

PR/109074 | For N2, N3 Japanese Speaker

Job Information

Recruiter

JAC Recruitment India

Job ID

1548530

Industry

Medical Device

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

November 11th, 2025 16:00

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

- $\boldsymbol{\cdot}$ To prepare and Maintain books of accounts.
- \cdot 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.

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