CareerCross by JAC Recruitment

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PR/109415 | Admin＆Accounting - Senior Executive

Job Information

Recruiter
JAC Recruitment India

Job ID
1548713

Industry
Other (Trade)

Job Type
Permanent Full-time

Location
India

Salary
Negotiable, based on experience

Refreshed
July 22nd, 2025 20:00

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

Position: Admin＆Accounting - Senior Executive

Location: Gurgaon

Educational Qualification: Graduation

Experience (in years): minimum **3** Years

Job purpose:

- **Strong knowledge and exposure in Admin and accounting responsibilities.**
  Strong leadership
  Any experience in working for Japanese companies is an advantage.

Key Responsibilities:

Accounts:

1. Data Entry on daily basis.
2. Support on Documentation part for Sales & logistics.
3. Filing & Maintenance of official records after data entry.
4. Statutory compliances like TDS & GST
5. Prepare documentation for banking transactions & foreign remittances.
6. Awareness on Import Export Transactions and its working model.
7. Perform Internal & Statutory audits.

Administration:

1. Follow up for pending bills with suppliers and vendors.
2. Making arrangements for business travelling of staffs (Tickets, Car rentals etc.)
3. Keeping a check on Office Day to day requirements (Courier, Stationery, utilities)
4. Update management with reports on office agreements and other Administrative MIS.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description