



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 8th, 2025 16:47

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.

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Company Description