



PR/109526 | Executive / Sr. Executive - Admin and Accounting

Job Information

Recruiter

JAC Recruitment India

Job ID

1556291

Industry

Civil Engineering and Construction

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

September 23rd, 2025 11:01

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

Company Overview: One of the Japanese MNCs into real estate industry.

Job Overview: Looking for a competitive individual having strong experience into administrative and accounting responsibilities of the organization.

Job Responsibilities:
Administrative Duties (60%)

- Managing the procurement and inventory of office supplies and materials to ensure smooth operations
- Providing general administrative support, including document filing, organization, and schedule coordination
- Maintaining and updating financial and administrative records with accuracy and confidentiality
- Communicating with external vendors, suppliers, and financial institutions as needed
- Handling routine office correspondence and inquiries in a professional and timely manner
- Preparing required documents and providing administrative support for employee relocations and repatriations

Accounting Duties (40%)

- Managing invoice processing and verifying accounting records for accuracy
- Handling employee expense reimbursements and ensuring proper supporting documentation
- Ensuring tax filings and payments are completed accurately and on schedule
- Assisting with the preparation and review of monthly, quarterly, and annual financial closings
- Supporting the preparation of financial statements, internal reports, and account reconciliations
- Monitoring compliance with applicable accounting standards and internal controls
- Coordinating and liaising with external accounting firms and tax advisors

Job Requirement:

- 3+ years of practical experience in general administrative or accounting functions (e.g., finance, HR, office administration)
- Bachelor's degree in Accounting, Finance, or a closely related field
- Proficiency in Microsoft Excel, along with strong written and verbal communication skills
- Strong organizational skills with the ability to prioritize tasks and meet deadlines
- Business-level English proficiency, both written and spoken
- Solid understanding of accounting procedures such as journal entries, reconciliations, and financial reporting
- Familiarity with Japanese business culture (e.g., punctuality, respectful communication, attention to detail, teamwork)
- Hands-on experience using accounting software (i.e. ERP)
- Proficient in communicating in Hindi or Kannada

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.

Privacy Policy Link: <https://www.jac-recruitment.in/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.in/terms-of-use>

Company Description