



PR/109845 | Sr. Executive – Accounts & Admin {Chennai}

Job Information

Recruiter

JAC Recruitment India

Job ID

1566428

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

December 23rd, 2025 00:00

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

Candidate: Male/Female

Work Exp: Minimum 5 Years (Japanese Co Working Exp is must)

Immediate Reporting: Manager- Finance & Administration.

Qualification: Graduate

JD for open position of Sr Executive/ Assistant Manager -Accounts & Administration.

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 MCI sales 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