

インドの求人なら JAC Recruitment India

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

November 25th, 2025 10:20

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
- ${\bf 5.}\ \ {\bf Prepare\ documentation\ for\ banking\ transactions\ \&\ foreign\ remittances.}$
- 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.

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