



PR/110458 | Executive and Senior Executive- Finance and Accounting

Job Information

Recruiter

JAC Recruitment India

Job ID

1599547

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

July 10th, 2026 20:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Roles and responsibilities:-

- Manage day-to-day operational activities aligned with business objectives and organizational priorities.
- Coordinate with internal stakeholders and cross-functional teams to ensure seamless execution of assigned tasks and projects.
- Support process optimization initiatives by identifying gaps and suggesting improvements for efficiency and effectiveness.
- Maintain accurate documentation, reports, and MIS to track performance, progress, and key deliverables.
- Handle stakeholder communication professionally, ensuring timely updates and query resolution.
- Assist in planning and executing projects, ensuring timelines and quality standards are consistently met.
- Ensure compliance with company policies, procedures, and regulatory requirements.

- Analyze data and generate insights to support decision-making and business planning.
- Contribute to team goals by proactively taking ownership of responsibilities and delivering within agreed timelines.
- Continuously upgrade knowledge and skills to stay aligned with industry trends and organizational expectations.

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Company Description