



PR/110728 | Service Admin (Finance support)- Bangalore

Job Information

Recruiter

JAC Recruitment India

Job ID

1611334

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

September 22nd, 2026 07:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Basic

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job description: A cross-functional role supporting accounting, office administration, HR/labor administration, statutory compliance, and banking/treasury administration.

Finance / Admin:

- Serve as the primary coordinator for accounting, and office administration
- Perform accounting entries in Tally or an ERP system
- Handle expenses claims and travel arrangements
- GST-related data preparation
- Act as liaison with external accounting firm (TCF)
- HR and Labor Administration

- Corporate and Statutory Compliance
- Banking and Treasury Administration
- Support the growth and operational development of ESPEC India in a start-up environment
- 10–12 years of experience in Finance /Admin
- Accounting knowledge (Tally or similar)

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Company Description