



PR/110868 | Accounts Exec / Sr.Exec for INTERNATIONAL BILLING

Job Information

Recruiter

JAC Recruitment India

Job ID

1618490

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

October 20th, 2026 10:15

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Basic Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Position: Accounts Executive (INTERNATIONAL BILLING)

Industry Preference: Logistics / Freight Forwarding / Supply Chain

Location: Delhi (The One, Khasra No. 30//14/1, Revenue estate of Kapashera,

New Delhi.

Experience: 2-5years

Employment Type: Full-Time

Key Responsibilities

- Handling **international billing and invoicing** activities.
- Preparation, verification and processing of customer invoices.
- Ensuring accurate billing as per agreed commercial terms, contracts and rate agreements.
- Coordinating with Operations, Customer Service and Commercial teams for billing-related requirements.

- Maintaining and reconciling billing records and supporting documentation.
- Monitoring outstanding billing issues and coordinating for timely resolution.
- Preparing regular **MIS, billing reports and reconciliation statements** .
- Handling data analysis and reporting using **MS Excel**.
- Maintaining accuracy and integrity of financial and billing data.
- Supporting month-end closing and other accounting-related activities as required.

Required Skills

- **Proficient in MS Excel** – Pivot Tables, VLOOKUP/XLOOKUP, SUMIFS, IF functions, data reconciliation and report preparation.
- Strong understanding of **International Billing / Invoicing** .
- Good numerical and analytical skills.
- Strong attention to detail and accuracy.
- Good communication and coordination skills.
- Ability to manage multiple billing activities and meet deadlines.

Preferred Background

Candidates with experience in the Logistics / Freight Forwarding / International Logistics industry will be given preference, particularly those familiar with international customers, freight billing, rate structures and logistics-related documentation.

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Company Description