

PR/110878 | Administration- Assistant / Deputy Manager {New delhi}

Job Information

Recruiter
JAC Recruitment India

Job ID
1619230

Industry
Other (Trade)

Job Type
Permanent Full-time

Location
India

Salary
Negotiable, based on experience

Refreshed
November 10th, 2026 11:00

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

Key Responsibilities:

Financial & Accounting Inputs: Independently manage, verify, and input routine business accounting data into financial systems.

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Expense & Cost Management: Track, monitor, and execute the booking of departmental expenditures and structural costs efficiently.

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Invoice & Documentation Control: Review and coordinate the end-to-end approval cycle for department invoices and debit notes.

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Travel & Logistics Coordination: Manage and arrange domestic and pan-India travel bookings (including flights, accommodation, and itineraries) for departmental staff.

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Administrative Support: Draft, issue, and manage corporate invitation letters and other necessary stakeholder documentation.

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Team Synergy: Collaborate effectively across internal teams to facilitate administrative support and maintain operational continuity.
Knowledge, Skills, and Competencies: ERP Systems: Proficient working knowledge of SAP and standard Enterprise Resource Planning (ERP) frameworks.
• Accounting Software: Strong operational expertise in Tally accounting software for bookkeeping and financial data tracking.
• Financial Literacy: Sound fundamental knowledge of business accounting principles, cost booking, and corporate financial documentation.
• Organizational Skills: Proven capacity to handle multiple logistical tasks, travel itineraries, and administrative approvals simultaneously

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Company Description