

PR/110894 | Manager or Asst Manager - Admin / Finance

Job Information

Recruiter
JAC Recruitment India

Job ID
1621244

Industry
Other (Manufacturing)

Job Type
Permanent Full-time

Location
India

Salary
Negotiable, based on experience

Refreshed
November 3rd, 2026 11:04

General Requirements

Minimum Experience Level
Over 10 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

Finance / Admin:
・Take ownership of the end-to-end finance function, including accounting operations, financial reporting, budgeting support, expense management, and coordination with external accounting partners.
・Perform accounting entries and maintain financial records in Tally or other ERP systems.
・Handle employee expense claims, travel-related payments, and routine financial administration.
・Prepare and coordinate GST-related documentation and data submissions.
・Act as the primary liaison with external accounting, tax, payroll, legal, and compliance service providers.
・Oversee corporate administration to ensure smooth day-to-day business operations and business continuity.
・Coordinate statutory compliance, company secretarial matters, labor-related filings, and other regulatory requirements with external specialists.
・Support HR and employee administration activities, including onboarding, employee documentation, payroll coordination, and labor compliance administration.
・Manage banking relationships, treasury administration, and routine interactions with financial institutions.
・Monitor deadlines, prepare required documentation, and drive execution to ensure all compliance and administrative obligations are completed accurately and on time.
・Work independently across multiple administrative and operational areas in a small organization, leveraging external experts when specialized legal, tax, labor, or compliance advice is required.
・Support the growth and operational development of ESPEC India in a dynamic and entrepreneurial environment.

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