

PR/110908 | Executive - Admin & Accounts

Job Information

Recruiter
JAC Recruitment India

Job ID
1621779

Industry
Other (Trade)

Job Type
Permanent Full-time

Location
India

Salary
Negotiable, based on experience

Refreshed
November 10th, 2026 11:21

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Required Skills

Good working knowledge of MS Excel and financial data preparation.

Experience in vendor payment processing and accounts payable.

Knowledge of TDS and GST payment procedures.

Familiarity with overseas remittances and bank documentation.

Good documentation, filing, and record-maintenance skills.

Strong coordination, follow-up, and communication skills.

High level of accuracy, confidentiality, and attention to detail.

Ability to manage multiple responsibilities and meet payment deadlines.

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