



PR/109074 | For N2, N3 Japanese Speaker

## 募集職種

### 人材紹介会社

ジェイエイシーリクルートメントインド

### 求人ID

1541841

### 業種

医療機器

### 雇用形態

正社員

### 勤務地

インド

### 給与

経験考慮の上、応相談

### 更新日

2025年06月03日 03:00

## 応募必要条件

### 職務経験

3年以上

### キャリアレベル

中途経験者レベル

### 英語レベル

ビジネス会話レベル

### 日本語レベル

ビジネス会話レベル

### 最終学歴

短大卒：準学士号

### 現在のビザ

日本での就労許可は必要ありません

## 募集要項

- ・ To prepare and Maintain books of accounts.
- ・ To prepare Monthly bank reconciliation statement.
- ・ Maintain clear records of company accounts, staff payroll, assets and expenditure.
- ・ Managing a monthly budget sheet, expense claim reports, and report them to HO.
- ・ Managing accountant data with accounting company and report to HO.
- ・ Carry out for payment on time to general contracted companies.
- ・ Managing accounts receivable for products from distributors.  
(Notification of the payment date to distributors. Issuing tax invoice and managing a monthly tax invoice, etc.)
- ・ Generation of Customer Invoices, Debit Note and Credit Notes in accounting Software (Tally / SAP).
- ・ Posting customer incoming payments in SAP program.
- ・ Translating documents into Japanese and interpreting meeting with HO into Japanese.
- ・ Act as a point of contact between company and Audit and Taxation consultant for timely completion of all the activities.
- ・ Follow your supervisor's instructions.

## 会社説明