



PR/109299 | Sr. Accounts cum HR Executive

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

1541955

業種

その他（商社）

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05月20日 13:58

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

Job title: Senior Accounts cum HR Executive

Location: Bangalore

Job Requirement

Accounting Function

- Handle full set of accounts including AP, AR, GL and bank reconciliations
- Maintain records of financial transactions and manage accounts receivable & payable.
- Manage and file tax submissions (GST, corporate tax, etc.) in compliance with regulatory requirements.
- Work closely with external auditors, tax agents, and government authorities for financial reporting and compliance matters.
- Other ad-hoc Accounts duties

HR Function

- Update & maintain employees' records / staff movement / attendance system
- Assist in monthly payroll data checking / payroll preparation
- Review & update HR or any other related policies - To remain updated on Employment Act
- Oversee general office administration, including procurement and coordination of office supplies.
- Other ad-hoc HR duties

Requirements

- Minimum Diploma/Degree level in Accounting, Human Resources or equivalent
- Minimum at least 3 years of hands-on experience in Semiconductor Industry (Preferable)/ other industry will also work
 - Proficient in Microsoft office
- Knowledge on regulations & policies (Tax, HR & Accounts)
- Familiar with full set of accounting and payroll
- Positive attitude and ability to work well under pressure and independently
- Good interpersonal and communication skill

会社説明