



PR/109395 | Sr. Executive / Assistant Manager

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

1544035

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06月10日 10:52

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 Description: Accounts Payable (AP) / Budget & Forecasting

Job Title: Sr. Executive/Assistant Manager

Key Responsibilities:

- Process and manage invoices accurately and in a timely manner.
- Verify vendor bills with Purchase Orders (PO), Goods Receipt Notes (GRN), and other supporting documents.
- Manage payments to vendors, contractors, and service providers.
- Reconcile accounts payable transactions and resolve discrepancies.
- Maintain vendor master data and ensure compliance with company policies.

- Assist with month-end closing activities related to AP.
- Prepare reports like aging reports, outstanding payables, etc.
- Handle TDS, GST, and other applicable tax compliances related to payments.
- Coordinate with internal departments and vendors for payment clarifications.
- Prepare annual and monthly budgets for departments or production units.
- Track actuals against budgets and report variances.
- Coordinate with departments for budgeting inputs and forecasts.
- Analyse costs of materials, labour, and job work to ensure profitability.
- Manage outsourced job work – from work orders to delivery.
- Evaluate vendor job work charges vs internal cost efficiency.
- Monitor the inventory usage related to job work.

Skills Required:

- Strong understanding of accounting principles.
- Knowledge of TDS, GST, and statutory payments.
- Proficiency in ERP systems (e.g., Tally, SAP, Oracle).
- Attention to detail and problem-solving skills.
- Good communication and vendor management skills.
- Strong analytical and budgeting skills.

Budgeting & Forecasting

Key Responsibilities:

- Prepare annual and monthly budgets for departments or production units.
- Track actuals against budgets and report variances.
- Coordinate with departments for budgeting inputs and forecasts.
- Analyse costs of materials, labour, and job work to ensure profitability.
- Manage outsourced job work – from work orders to delivery.
- Evaluate vendor job work charges vs internal cost efficiency.
- Monitor the inventory usage related to job work.