



PR/109415 | Admin & Accounting - Senior 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

1544048

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 10:53

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

Position: Admin & Accounting - Senior Executive

Location: Gurgaon

Educational Qualification: Graduation

Experience (in years): minimum **3** Years

Job purpose:

- **Strong knowledge and exposure in Admin and accounting responsibilities.**
Strong leadership
Any experience in working for Japanese companies is an advantage.

Key Responsibilities:

Accounts:

1. Data Entry on daily basis.
2. Support on Documentation part for Sales & logistics.
3. Filing & Maintenance of official records after data entry.
4. Statutory compliances like TDS & GST
5. Prepare documentation for banking transactions & foreign remittances.
6. Awareness on Import Export Transactions and its working model.
7. Perform Internal & Statutory audits.

Administration:

1. Follow up for pending bills with suppliers and vendors.
2. Making arrangements for business travelling of staffs (Tickets, Car rentals etc.)
3. Keeping a check on Office Day to day requirements (Courier, Stationery, utilities)
4. Update management with reports on office agreements and other Administrative MIS.

会社説明