



## PR/109418 | Sr. Executive / Assistant Manager-Accounts & Administration

### 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

1544801

#### 業種

化学・素材

#### 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17日 10:25

### 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

Candidate: Female candidate will be preferred for this opening.

Work Exp: Minimum 6 Years-> Preferred with Japanese Co.

Immediate: Manager- Finance & Administration.

Qualification: Commerce background (Minimum Graduate Level with BCOM )

Location: Gurgaon

Position: Sr Executive-Accounts & Administration.

Responsibilities will be categorized on terms of 70% involvement in Accounts & 30% involvement in Administration.

Accounts:

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

Administration:

1. Follow up for pending bills with suppliers and vendors.
2. Making arrangements for business travelling sales 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.

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会社説明