



JAC Recruitment

We are recruitment specialists around the globe

India



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

1548530

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07月08日 16:45

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.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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