



PR/109526 | Executive / Sr. Executive - Admin and Accounting

## 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

1556291

### 業種

土木

### 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08月26日 10:30

## 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

**Company Overview:** One of the Japanese MNCs into real estate industry.

**Job Overview:** Looking for a competitive individual having strong experience into administrative and accounting responsibilities of the organization.

### Job Responsibilities:

#### Administrative Duties (60%)

- Managing the procurement and inventory of office supplies and materials to ensure smooth operations
- Providing general administrative support, including document filing, organization, and schedule coordination
- Maintaining and updating financial and administrative records with accuracy and confidentiality
- Communicating with external vendors, suppliers, and financial institutions as needed
- Handling routine office correspondence and inquiries in a professional and timely manner
- Preparing required documents and providing administrative support for employee relocations and repatriations

**Accounting Duties (40%)**

- Managing invoice processing and verifying accounting records for accuracy
- Handling employee expense reimbursements and ensuring proper supporting documentation
- Ensuring tax filings and payments are completed accurately and on schedule
- Assisting with the preparation and review of monthly, quarterly, and annual financial closings
- Supporting the preparation of financial statements, internal reports, and account reconciliations
- Monitoring compliance with applicable accounting standards and internal controls
- Coordinating and liaising with external accounting firms and tax advisors

**Job Requirement:**

- 3+ years of practical experience in general administrative or accounting functions (e.g., finance, HR, office administration)
- Bachelor's degree in Accounting, Finance, or a closely related field
- Proficiency in Microsoft Excel, along with strong written and verbal communication skills
- Strong organizational skills with the ability to prioritize tasks and meet deadlines
- Business-level English proficiency, both written and spoken
- Solid understanding of accounting procedures such as journal entries, reconciliations, and financial reporting
- Familiarity with Japanese business culture (e.g., punctuality, respectful communication, attention to detail, teamwork)
- Hands-on experience using accounting software (i.e. ERP)
- Proficient in communicating in Hindi or Kannada

**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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会社説明