



PR/109641 | Senior Executive – Accounting & 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

1558232

業種

不動産仲介・管理

雇用形態

正社員

勤務地

シンガポール

給与

経験考慮の上、応相談

更新日

2025年09月16日 11:03

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

■Location:

Mumbai

■Key Responsibilities

Finance & Tax

- ・ Coordinate with regional teams and local vendors for finance operations
- ・ Manage invoices, payments, and employee reimbursements
- ・ Review monthly reports from external accountants
- ・ Handle banking and audit-related tasks

- Support tax filings and liaise with consultants
- Assist in budgeting and financial planning
- Prepare documentation for tax reviews

Office Administration

- Oversee office supplies, vendor coordination, and basic IT support
- Manage facility-related matters and lease coordination
- Handle calls, emails, and visitor reception
- Support expatriate logistics (visa, housing, transport)

■Requirements

- Bachelor's degree in Finance, Accounting, or related field
- 6+ years of relevant experience with strong knowledge of Indian tax and accounting rules
- Independent, detail-oriented, and proactive
- Strong communication skills in English
- Japanese language ability is a plus

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会社説明