



PR/109643 | Sr. Executive – Accounts & Admin {Chennai}

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

1559275

業種

物流・倉庫

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10月07日 03:00

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

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: Male/Female

Work Exp: Minimum 5 Years (Japanese Co Working Exp is must)

Immediate Reporting: Manager- Finance & Administration.

Qualification: Graduate

JD for open position of Sr Executive/ Assistant Manager -Accounts & Administration.

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 MCI 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.

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