



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

1561488

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10月14日 10:45

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

■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

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.

Privacy Policy Link: <https://www.jac-recruitment.in/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.in/terms-of-use>

会社説明