



PR/109771 | Sr. Accounts cum HR Executive

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

1564166

業種

その他（商社）

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

2026年01月27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

Job title: Senior Accounts cum HR Executive

Location: Bangalore

Job Requirement

Accounting Function

- Handle full set of accounts including AP, AR, GL and bank reconciliations
- Maintain records of financial transactions and manage accounts receivable & payable.
- Manage and file tax submissions (GST, corporate tax, etc.) in compliance with regulatory requirements.

- Work closely with external auditors, tax agents, and government authorities for financial reporting and compliance matters.
- Other ad-hoc Accounts duties

HR Function

- Update & maintain employees' records / staff movement / attendance system
- Assist in monthly payroll data checking / payroll preparation
- Review & update HR or any other related policies - To remain updated on Employment Act
- Oversee general office administration, including procurement and coordination of office supplies.
- Other ad-hoc HR duties

Requirements

- Minimum Diploma/Degree level in Accounting, Human Resources or equivalent
- Minimum at least 3 years of hands-on experience in Semiconductor Industry (Preferable)/ other industry will also work
 - Proficient in Microsoft office
- Knowledge on regulations & policies (Tax, HR & Accounts)
- Familiar with full set of accounting and payroll
- Positive attitude and ability to work well under pressure and independently
- Good interpersonal and communication skill

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