



PR/109840 | Finance & Administration Manager

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

1566424

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02月03日 13:01

応募必要条件

職務経験

6年以上

キャリアレベル

中途経験者レベル

英語レベル

流暢

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

Key Responsibilities:

Manage overall accounting and finance operations including bookkeeping, monthly and annual closing, and audit coordination.

Communicate and coordinate with the external Chartered Accountant for monthly financial reporting and improvement.

Prepare and manage management accounting reports in alignment with HQ.

Handle basic HR and administrative functions such as recruitment support, attendance management, and general office administration.

Prepare management reports and financial summaries using Tally, Excel, and SAP.

Provide regular reporting and improvement proposals to the General Manager.

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