



PR/109845 | 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

1566428

### 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

2026年01月06日 12:02

## 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.

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会社説明