



PR/110342 | HR & Admin 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

1599472

業種

デジタルマーケティング

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06月26日 11:25

応募必要条件

職務経験

3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

Designation- Executive - Admin & HR

Job Location- Mumbai

Job Description-

- HR related work (Able to do Payroll processing independently, HR audit related work, Labour law compliance , legal matters)
- Handling bank related operations / daily bank reconciliation
Input entry in Tally accounting software
- Handle all administrative operations .
Visa invitation letter for overseas visitors.
- Provide required data to auditors and submit income tax return filing documents to consultant
Co-ordinate with other team members

- Any task related to A&A/Admin assigned by team members / Director

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会社説明