



PR/110728 | Service Admin (Finance support)- Bangalore

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

1611334

業種

その他（メーカー）

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09月08日 10:35

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

基礎会話レベル

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 description: A cross-functional role supporting accounting, office administration, HR/labor administration, statutory compliance, and banking/treasury administration.

Finance / Admin:

- Serve as the primary coordinator for accounting, and office administration
- Perform accounting entries in Tally or an ERP system
- Handle expenses claims and travel arrangements
- GST-related data preparation
- Act as liaison with external accounting firm (TCF)
- HR and Labor Administration

- Corporate and Statutory Compliance
- Banking and Treasury Administration
- Support the growth and operational development of ESPEC India in a start-up environment
- 10–12 years of experience in Finance /Admin
- Accounting knowledge (Tally or similar)

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