

PR/110868 | Accounts Exec / Sr.Exec for INTERNATIONAL BILLING

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
1618490

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11月03日 10:00

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
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

Position: Accounts Executive (INTERNATIONAL BILLING)

Industry Preference: Logistics / Freight Forwarding / Supply Chain
Location: Delhi (The One, Khasra No. 30//14/1, Revenue estate of Kapashera,

New Delhi.
Experience: 2-5years
Employment Type: Full-Time

Key Responsibilities

- Handling **international billing and invoicing** activities.
- Preparation, verification and processing of customer invoices.
- Ensuring accurate billing as per agreed commercial terms, contracts and rate agreements.
- Coordinating with Operations, Customer Service and Commercial teams for billing-related requirements.

- Maintaining and reconciling billing records and supporting documentation.
- Monitoring outstanding billing issues and coordinating for timely resolution.
- Preparing regular **MIS, billing reports and reconciliation statements**.
- Handling data analysis and reporting using **MS Excel**.
- Maintaining accuracy and integrity of financial and billing data.
- Supporting month-end closing and other accounting-related activities as required.

Required Skills

- **Proficient in MS Excel** – Pivot Tables, VLOOKUP/XLOOKUP, SUMIFS, IF functions, data reconciliation and report preparation.
- Strong understanding of **International Billing** / **Invoicing**.
- Good numerical and analytical skills.
- Strong attention to detail and accuracy.
- Good communication and coordination skills.
- Ability to manage multiple billing activities and meet deadlines.

Preferred Background
Candidates with experience in the Logistics / **Freight Forwarding** / **International Logistics industry will be given preference**, particularly those familiar with international customers, freight billing, rate structures and logistics-related documentation.

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