



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10月20日 10:15

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.

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会社説明