

PR/110878 | Administration- Assistant / Deputy Manager {New delhi}

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
1619230

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10日 11:00

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

Key Responsibilities:

Financial & Accounting Inputs: Independently manage, verify, and input routine business accounting data into financial systems.

- Expense & Cost Management: Track, monitor, and execute the booking of departmental expenditures and structural costs efficiently.
- Invoice & Documentation Control: Review and coordinate the end-to-end approval cycle for department invoices and debit notes.
- Travel & Logistics Coordination: Manage and arrange domestic and pan-India travel bookings (including flights, accommodation, and itineraries) for departmental staff.
- Administrative Support: Draft, issue, and manage corporate invitation letters and other necessary stakeholder documentation.

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Team Synergy: Collaborate effectively across internal teams to facilitate administrative support and maintain operational continuity.
Knowledge, Skills, and Competencies: ERP Systems: Proficient working knowledge of SAP and standard Enterprise Resource Planning (ERP) frameworks.
• Accounting Software: Strong operational expertise in Tally accounting software for bookkeeping and financial data tracking.
• Financial Literacy: Sound fundamental knowledge of business accounting principles, cost booking, and corporate financial documentation.
• Organizational Skills: Proven capacity to handle multiple logistical tasks, travel itineraries, and administrative approvals simultaneously

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