

PR/110879 | Accounting & 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
1619231

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
流暢レベル

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:

- Manage end-to-end office administration including correspondence, policy/document management, office supplies, insurance administration, onboarding/offboarding support, event coordination, inventory, archives, and workplace health & safety compliance.
- Serve as the primary HR contact for employees, handling personnel records, payroll coordination, time & attendance management, recruitment, employment documentation, training administration, benefits, insurance, and liaison with auditors, tax advisors, and external HR partners.
- Oversee expatriate administration including visa/residence permit processing, relocation support, housing coordination, bank account setup, local registrations, and tax return management.
- Coordinate facility management activities, including office maintenance, vendor and contract management, workspace setup for new hires, and upkeep of common areas and office facilities.
- Manage corporate travel arrangements, including flight, hotel, and car bookings, visa support, and business travel

documentation/compliance requirements.

- Provide basic accounting support by processing invoices, bank statements, travel expenses, payment transactions, vendor/bank communications, monthly and annual closing activities, and supporting audits and financial reporting.

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