

PR/110894 | Manager or Asst Manager - Admin / Finance

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
1621244

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03日 11:04

応募必要条件

職務経験
10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

Finance / Admin:
・Take ownership of the end-to-end finance function, including accounting operations, financial reporting, budgeting support, expense management, and coordination with external accounting partners.
・Perform accounting entries and maintain financial records in Tally or other ERP systems.
・Handle employee expense claims, travel-related payments, and routine financial administration.
・Prepare and coordinate GST-related documentation and data submissions.
・Act as the primary liaison with external accounting, tax, payroll, legal, and compliance service providers.
・Oversee corporate administration to ensure smooth day-to-day business operations and business continuity.
・Coordinate statutory compliance, company secretarial matters, labor-related filings, and other regulatory requirements with external specialists.
・Support HR and employee administration activities, including onboarding, employee documentation, payroll coordination, and labor compliance administration.
・Manage banking relationships, treasury administration, and routine interactions with financial institutions.
・Monitor deadlines, prepare required documentation, and drive execution to ensure all compliance and administrative obligations are completed accurately and on time.
・Work independently across multiple administrative and operational areas in a small organization, leveraging external experts when specialized legal, tax, labor, or compliance advice is required.
・Support the growth and operational development of ESPEC India in a dynamic and entrepreneurial environment.

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