



PR/108614 | Office Admin with accounting Gujarat

Job Information

Recruiter

JAC Recruitment India

Job ID

1504731

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 11:08

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Position – Office Admin with accounting (Gujarat)

Primary Responsibilities:-

- Oversee the day-to-day functioning of the office, ensuring that administrative processes run smoothly.
- Provide support to staff and management, including handling correspondence, preparing documents, and scheduling meetings.
- Manage communication channels, such as phone calls and emails.
- Supervise office staff, including clerical and administrative personnel.
- Maintain filing systems and ensure the proper retention, protection, and disposal of records.
- Manage data entry and other record-keeping tasks.
- Establish and implement office policies and procedures to maintain order and efficiency.
- Review and update office policies as necessary to reflect changing needs.
- Assist with budget preparation and track expenditures.
- Process invoices and manage accounts payable and receivable.
- Provide regular office operations reports to management and identify areas for improvement.

Company Description

