



PR/108653 | HR Administrator and Accounting

Job Information

Recruiter

JAC Recruitment India

Job ID

1513690

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

December 24th, 2024 13:10

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

General administration and simple accounting for our Indian subsidiary.

1. general administration and human resources

- Managing attendance and attendance management
- Arrangement of labour insurance and social insurance
- Management and operation of office equipment.
- Management of work rules and regulations
- Arrangements for visas, work permits, FRRO registration, PAN applications, bank accounts and housing for expatriates.
- Arrangement of flights, hotels, cars, etc. for business travellers

- Arrangements for contracts with contractors.

2. Accounting

- Reimbursement and book-keeping
- Payroll calculation and payment
- Assistance in closing accounts
- Assistance in dealing with audits

(Local and consolidated accounts, taxation, transfer pricing, etc. will be outsourced to external accounting firms)

Company Description