



## PR/108901 | Account Executive

### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1513818

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

January 22nd, 2025 23:00

### 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

**Job Opportunity: Accounting Executive**

**Location:** Gurgaon, Haryana

Are you a detail-oriented multitasker with a passion for accounting and administration? We are looking for a dedicated Accounting and Administrative Assistant to join a dynamic team in Gurgaon!

**Key Responsibilities:****• Accounting Tasks:**

- Perform TDS calculations.
- Handle purchase and sales entries.
- Manage GST-related work.

- Oversee general accounting tasks.

- **Administrative Support:**

- Assist with various administrative tasks as needed.

**Qualifications and Requirements:**

- **Educational Background:** B.Com degree.

- **Experience:** 2-4 years of relevant experience.

- **Age:** 23-28 years.

- **Skills:**

- Proficiency in MS Office, PowerPoint, and MS Excel.
- Strong communication skills.
- Ability to multitask effectively.
- Knowledge of TDS calculation and GST-related work.
- Familiarity with general accounting procedures.

- **Additional Criteria:**

- Willingness to engage in administrative tasks.
- Ability to commute to our Gurgaon office within 45 minutes.

If you meet the above criteria and are excited about this opportunity, we would love to hear from you!

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Company Description