



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

March 5th, 2025 00:00

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!

Company Description