



PR/108908 | Accounts and Admin

Job Information

Recruiter

JAC Recruitment India

Job ID

1513824

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

January 7th, 2025 01:00

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

Position Overview:

We are seeking a dedicated and detail-oriented Account and Administrative Executive to join a dynamic team. The ideal candidate will be responsible for managing accounting tasks, providing administrative support, and ensuring the smooth operation of our office.

Key Responsibilities:**Accounting Tasks:**

- Perform TDS calculations.
- Handle purchase and sales entries.
- Manage GST-related work.
- Oversee general accounting tasks.
- Assist in preparation of financial statements and reports.

Administrative Support:

- Provide administrative support to various departments.

- Handle office management tasks such as ordering supplies and managing schedules.
- Assist in organizing meetings, events, and travel arrangements.
- Maintain and update records and databases.
- Coordinate with external vendors and service providers.

Qualifications and Requirements:

- **Educational Background:** Bachelor's degree in Commerce (B.Com) or related field.
- **Experience:** 2-4 years of relevant experience in accounting and administrative roles.
- **Skills:**
 - Proficiency in MS Office, PowerPoint, and MS Excel.
 - Strong communication and interpersonal skills.
 - Ability to multitask and prioritize tasks 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 office within 45 minutes.

Company Description