



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**

April 2nd, 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

**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.
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Company Description