



PR/109005 | Executive - Sr. Executive - Assistant Manager {Admin}

## Job Information

### Recruiter

JAC Recruitment India

### Job ID

1520246

### Industry

Other (Trade)

### Job Type

Permanent Full-time

### Location

India

### Salary

Negotiable, based on experience

### Refreshed

March 4th, 2025 12:01

## 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

**Title:** Executive - Sr.Executive - Assistant Manager {Admin}

### Job Qualification:

- Required qualifications, certifications or equivalent work experience for Accounting.
- Fundamentals of Accounting Knowledge, Expense and Financial Management Skill, Taxation Skill, General Economics Knowledge
- Basic Skill for using Microsoft OS ; Excel those who can smoothly cooperate and communicate with all staff regardless of nationality and build good relationships

### Job Responsibilities:

- **Accounting-** Deposit and Withdrawal operations into Domestic (India) and Global Area (Mainly Japan & ASEAN)
- Contact with related business partners, Issue and Receive documents such as Tax Invoice, Debit Note etc..  
Confirming and Recording
- by processing and sorting payment term for business expense to Managing Director
- **Administration-** Human Resource Management (HRM) and General Affairs
- HRM support : Labor management support: Preparing and Reporting of attendance and annual leave records by all employees.
- **General Affairs :** Procurement of consumable items / Company tools arrangement, Arrangement / Receipt of mail

- delivery, Assistance with arranging
  - business trips for employees / visitors, Handling improvement issues to Coworks office staff, Support for Professionals (Japanese) in India life
  - such as obtaining Work Permitted, FRRO etc.
  - Full support for Managing Director : Carry out work as his instruction.
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## Company Description