



PR/108634 | Accounting and Office Administrator

募集職種

人材紹介会社

ジェイエシーリクルートメントインド

求人ID

1513676

業種

銀行・信託銀行・信用金庫

雇用形態

正社員

勤務地

インド

給与

経験考慮の上、応相談

更新日

2025年03月18日 20:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Accounting & Finance

- Manage statutory payments including Income Tax Returns (ITR), Goods and Services Tax (GST) returns, and Tax Deducted at Source (TDS) filings, ensuring timely and accurate compliance
- Oversee the preparation of financial statements, adhering to accounting standards and collaborating with external accounting firms.
- Prepare and submit financial reports to our parent company
- Review invoices for accuracy and completeness prior to payment
- Stay updated on taxation laws, regulations, and best practices
- Conduct account reconciliations and verifications
- Support the annual audit process

Office Administration

- Manage the general office management that include offices supplies, vendor coordination, courier management, coordinate travel, membership renewal, visa arrangements, scheduling appointments
- Ensure accurate records and filing documents

- Maintain company database (Contact list, inventory)
- Liaise with our parent company to facilitate the implementation of new initiatives
- Handling External and Japanese Visitors on Business Trips
- Perform general administrative and general IT support duties as needed

General Research

- Conduct research and submit reports on business trends (such as economy, society, SDG) news articles and industry trends such as regulatory changes in insurance and financial industries
- Translation of documents between Japanese and English.

会社説明