



## PR/108901 | Account Executive

### 募集職種

#### 人材紹介会社

ジェイエイシーリクルートメントインド

#### 求人ID

1513818

#### 業種

その他（メーカー）

#### 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

2024年12月24日 13:14

### 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

#### 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!