



PR/108908 | Accounts and Admin

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

1513824

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

2025年01月22日 23:00

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

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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会社説明