



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

1520246

#### 業種

その他（商社）

#### 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02月04日 11:56

#### 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

**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.
- 

会社説明