



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03月04日 12:01

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.
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会社説明