



PR/109074 | For N2, N3 Japanese Speaker

#### 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

1522324

##### 業種

医療機器

##### 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04月01日 05:00

#### 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

- ・ To prepare and Maintain books of accounts.
- ・ To prepare Monthly bank reconciliation statement.
- ・ Maintain clear records of company accounts, staff payroll, assets and expenditure.
- ・ Managing a monthly budget sheet, expense claim reports, and report them to HO.
- ・ Managing accountant data with accounting company and report to HO.
- ・ Carry out for payment on time to general contracted companies.
- ・ Managing accounts receivable for products from distributors.  
(Notification of the payment date to distributors. Issuing tax invoice and managing a monthly tax invoice, etc.)
- ・ Generation of Customer Invoices, Debit Note and Credit Notes in accounting Software (Tally / SAP).
- ・ Posting customer incoming payments in SAP program.
- ・ Translating documents into Japanese and interpreting meeting with HO into Japanese.
- ・ Act as a point of contact between company and Audit and Taxation consultant for timely completion of all the activities.
- ・ Follow your supervisor's instructions.

#### 会社説明