



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02月18日 12:42

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