

JOB DESCRIPTION

Job Description

Job Title:	Accounts Executive, HR Executive,	Experience:	0-3 years
Department:	Operation	Job Code:	
Location:	Kolkata	Travel Required:	Yes
Salary Range:	-	Position Type:	Permanent
Skills:		Job Status:	Full Time

Job Description:

Accounts Executive:

Duties and Responsibilities:

- Maintain daily petty cash and bank transactions.
- prepare journal entries
- Maintain balance sheet.
- General ledger operations.
- Assist with accounts receivable and accounts payable.
- Assist with monthly closings and preparation of monthly financial statements
- Assist with preparation of monthly financial reports
- Assist with tax computations and returns (quarterly and annually).
- Assist with payroll administration and salary disbursement.
- Account/bank reconciliations
- Assist with preparation and coordination of the audit process
- Assist with implementing and maintaining internal financial controls and procedures.
- Enter and Maintain financial transactions in the financial software.
- Filing monthly invoices raised and receipts.

Experience, Education and Skills:

- Must have at least Bachelor Degree in Commerce or Accounting.
- At least 1-2 years of accounting experience is a must.
- Good knowledge of accounting principles and practices.
- Knowledge of financial reporting is a must.
- Experience in handling financial transactions through any accounting software.
- Must be capable of working in a team environment effectively
- Enthusiastic and self motivated.
- Must be very organized and careful.

JOB DESCRIPTION

Job Description:

Human Resource Executive: Duties and Responsibilities:

- Responsible for overall Recruitment, including analyzing job requirements, short listing candidates for interview, preparing job descriptions.
- Assist in new employee induction program.
- Preparing offer letters for new joinees.
- Maintain candidate database.
- Assist in employee leave tracking and sending leave status reports.
- Maintaining employee records and information.
- Assist in Performance Appraisal and Review of employees.
- Assist in salary and bonus computation.
- Assist in employee training and development.
- Ensuring compliance of company policies and standards.
- Assist to ensure continuous up-gradation of employees and ensure optimized utilization of resources.
- Assist in planning and implementing new HR initiatives like linking pay to performance, reward and recognition policy, other employee benefit programs.
- Assist with employee PF, Gratuity, ESI.
- Documentation of HR policies and initiatives.
- HR filing and document management.

Experience, Education and Skills:

- Graduate or Post Graduate in any discipline from a reputed college or university.
- At least 1-2 years experience in Human Resource management.
- Well versed in Microsoft Office.
- Ability to handle pressure and tight deadlines.
- Must possess good problem solving ability.
- Must be able to take initiatives and handle multiple responsibilities.
- Must be able to work independently as well as in a team.
- Must be proactive and organized.
- Must be patient and keen listener.

JOB DESCRIPTION

Job Description:

Administration Executive: Duties and Responsibilities:

- Calling Bank Executive for opening new salary account for new joinee.
- Track and record daily attendance of employees.
- Coordinating and sending monthly salary records to the bank to process payroll.
- Preparing monthly Salary Slip for employees.
- Updating employee records.
- Coordinate with the vendor, like, electrician, carpenter, plumber, house keeping, printer, broadband, telephone, etc and handling any issue arising with them.
- Checking the office premises, furniture, and office belongings daily.
- Ordering and maintaining stock of stationery and grocery and other office supplies.
- Furnishing any kind of stationery and grocery requirement of employees.
- Arranging business cards, identity cards and other requirements.
- Making travel arrangements for employees, like, ticket reservation, hotel booking, transport etc.
- Coordinate and schedule conference calls, meetings, events etc and call the respective people and send invitations.
- Filing and documentation.
- Monthly telephone, broadband and other vendor bill payments.
- Prepare and process purchase orders.
- In charge of issuing mobile phones, mobile connections, computers, laptops or other equipments or office properties to the employees.
- Maintenance of company assets.
- Maintain and follow up for renewals of contracts and agreements with the vendors.
- Follow up for motor car insurance.
- Take care of courier and dispatch services.
- Arranging for company annual meet.

Experience, Education and Skills:

- Graduate in any discipline from a reputed college or university.
- At least 1-2 years experience in general office administration.
- Well versed in Microsoft Office.
- Ability to handle pressure and tight deadlines.
- Must be able to take initiatives and handle multiple responsibilities.
- Must be able to work independently as well as in a team.
- Must be proactive and organized.
- Must Possess strong interpersonal skills.
- Must be patient and keen listener.

JOB DESCRIPTION

Job Description:

Front Office Executive: Duties and Responsibilities:

- Handling and supervising front office activities.
- Coordinate Incoming and Outgoing calls.
- Receiving guests.
- Answering initial queries of customers over phone.
- Distributing inward documents received.
- Coordinating with various departments.
- Record incoming and outgoing courier.
- Other ad-hoc administration responsibilities.

Experience, Education and Skills:

- Graduate in any discipline from a reputed college or university.
- At least 1-2 years experience in front office.
- Well versed in Microsoft Office.
- Must be well groomed, presentable and pleasant personality.
- Must possess strong interpersonal skills.
- Must be customer service oriented.
- Must have good telephone etiquette.
- Must be able to take initiatives and handle multiple responsibilities.
- Must be proactive and organized.

Sales Administration Executive: Duties and Responsibilities:

- Create and update proposal, contracts and project check lists.
- Issue detailed quotations and proposals according to sales team requirement.
- Prepare and process sales orders.
- Coordinating and Contacting with all the vendors required for execution of an order.
- Update and maintain product delivery schedule.
- Coordinate delivery and implementation with customers.
- Communicate with the sales team regarding order and delivery status.
- Maintain customer file and information.

JOB DESCRIPTION

- Maintain sales leads and status of leads.
- Handle product requisition from the sales team and initiate delivery process.
- Maintain and update monthly and quarterly sales and revenue targets.
- Provides specialized assistance to the internal sales team with different sales related activities.
- Assist in preparing corporate presentation for customers.
- Coordinate communication of all customer-related issues to sales team to ensure seamless flow of information.
- Preparing support materials for sales calls, performing internet research, follow ups.
- Create and generate reports.
- Preparing invoices and receipts for customers.

Experience, Education and Skills:

- Graduate in any discipline from a reputed college or university.
- At least 1-2 years experience in sales administration.
- Well versed in Microsoft Office.
- Must be well groomed, presentable and pleasant personality.
- Ability to multitask, prioritize a variety of tasks and meet deadlines.
- Must possess strong interpersonal skills.
- Must be customer service oriented.
- Must have good telephone etiquette.
- Must be able to take initiatives and handle multiple responsibilities.
- Must be proactive and organized.

Transport Management Executive: Duties and Responsibilities:

- Coordinate across departments and arrange for transportation for employees with respect to the roster.
- Manage drivers and vehicles.
- Ensure safety of the employees.
- Maintain and improve security of all vehicles in use.

Experience, Education and Skills:

- Graduate in any discipline from a reputed college or university.
- At least 1-2 years experience in similar field.
- Must be proactive and organized.
- Must be responsible and have good communication.