

Accounts Assistant / Office Assistant

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Company: Anron Metalisers Pvt Ltd

Location: Vadodara

Category: other-general

Company Description

Anron Metalisers Pvt Ltd is a manufacturing and major export oriented company having plants at Por GIDC and corporate and accounting office located at Maneja, Vadodara.

Description

This is a full-time Accounts Assistant / Office Assistant role based in Maneja, Vadodara. As an Accounts Assistant / Office Assistant, you will provide administrative support to ensure efficient operation of the office. You will support employees through a variety of tasks related to organization and communication. The Accounts Assistant / Office Assistant will be responsible for petty cash management, invoicing and payment follow up, preparation of monthly finance reports, maintaining office expense trackers, vendor management, coordinating office operations, and other administrative duties as assigned.

Qualifications
Proven work experience as an Accounts Assistant / Office Assistant, or similar role

Outstanding communication and interpersonal abilities

Excellent organizational and time management skills

Attention to detail and problem-solving skills

Proficiency in MS Office and Tally Accounting Software

Knowledge of general accounting principles and procedures

Ability to manage multiple tasks and work under pressure

Diploma or degree in Accounting, Business Administration, or a related field is preferred

Freshers May apply

Candidates from Vadodara only apply

Office Location

Maneja, Vadodara

Office Timings

9:30 am to 6:45 Pm

Perks and BenefitsPerks and Benefits

Perks and benefits as per company rules and regulations..If you feel you meet the qualifications listed above, please contact us so that we can further explore your interest in this opportunity.

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