



# PERFECT EARTHINGS<sup>TM</sup>

## About Us

Circa 1996 in the southern state of Tamil Nadu, Perfect Earthings set up a small establishment of Electrical Trading. Over the years, through dedicated customer service and product offerings, Perfect Earthings has grown to become a manufacturer and supplier of Earthing Electrodes, Lightning Arresters and Cable Tray Systems.

We've garnered - through unmatched quality of products and client satisfaction – a great reputation in the field of Electrical Earthing. Over the last decade and a half, since 2007, we've provided reliable electrical safety solutions with our ready-to-use electrical and earthing electrode of our own brand 'COSMOS' to several commercial and industrial establishments in Tamil Nadu.

## JOB BRIEF

We are looking for an Accounts Administrator to manage our company's accounts payable and receivable.

Accounts Administrator responsibilities include reviewing and reconciling accounts, processing payments to external partners and maintaining updated records of invoices and receipts. To be successful in this role, you should have a Finance or Accounting background and be familiar with bookkeeping.

Ultimately, you will ensure we process all financial transactions accurately and on time.

## RESPONSIBILITIES

- Manage obligations to suppliers, customers and third-party vendors
- Process bank deposits
- Reconcile financial statements
- Prepare, send and store invoices
- Contact clients and send reminders to ensure timely payments
- Submit tax forms
- Identify and address discrepancies
- Report on the status of accounts payable and receivable
- Update internal accounting databases and spreadsheets
- Updating the Stocks and Raw Materials
- Managing internal Labours
- Managing Day to Day Job Function
- Labour work Allocation

## REQUIREMENTS AND SKILLS

- Proven work experience as an Accounts Administrator or similar role
- Good knowledge of bookkeeping procedures and debt collection regulations
- Hands-on experience with accounting software
- Advanced knowledge of Excel (using financial formulas and creating spreadsheets)
- Solid data entry skills with an ability to identify numerical errors
- Good organizational and time-management abilities
- Any Associate Degree and valid Driving License



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SALARY

- 2-3 LPA + Incentive depending on performance
- Yearly Bonus depending on performance
- Travel Allowance
- Health Insurance

Academic Qualification – Any Associate Degree

Selection Process – Group Discussion and Personal Interview

Cut-off Score – 5.0 and above (candidate with backlog can also apply)

Training Period – 3 months

CONTACT

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