



HAYER IBAU INDIA Pvt. Ltd.

A Member of the HAYER Group

HAYER IBAU INDIA – LEADING TECHNOLOGY FROM INDIA FOR INDIA

HAYER IBAU INDIA Pvt. Ltd. (HIN) is a 100% subsidiary of the still today family owned and managed HAYER Group. From our location in Vadodara (Baroda)/ Gujarat we offer our customers easy and exclusive access to over 120 years of innovation and experience when it comes to the storage, mixing, packing and dispatch of building materials. Our product range covers a wide variety of material handling, packing and loading equipment such as conveying pumps, vibrating screening machines, packing as well as bulk loading and unloading systems for the cement, chemical, minerals and food industry.

For our location in Vadodara (Baroda)/ Gujarat location we are looking for:

Accounts Assistant

Main responsibilities include:

- Record & Update the Business partner master data
- Documentations of tax returns (Preparation, documentation/filing – TDS, Excise, Service tax & VAT)
- Receivables reconciliation/ debtors: TDS receivables including documents for transfer pricing

We are seeking individuals with:

- B Com / M Com
- Minimum of 3-5 years of experience in accounts
- Computer skills & accounting software (tally ERP/SAP)
- Data Protection and Confidentiality
- Accuracy & detailing
- Good English language skills
- Good interpersonal & communication skills
- Hands on mentality

We offer:

- a long-term employment in a Multinational German family-owned and managed company
- opportunities for young as well as senior professionals
- excellent working conditions

If you are interested please contact Mrs. Avani Singh: Tel. +91 2676 306 200, email a.singh@haveribauindia.com)