



# JOB BRIEF

LNI Swissgas





WHO ARE WE?

# LNI Swissgas



Carrier



## WHO ARE WE

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For over 30 years we have been helping our customers with our gas generation and calibration solutions for analytical, industrial, environmental and laser applications. We are an economically sound and independent family owned business, with a long-term focus.

Innovation is part of the LNI Swissgas DNA. Our greatest source of innovation is our people: employees and customers. Their well-being and their success are our success.

The people that make up LNI Swissgas are age, gender and culturally diverse, providing many different perspectives that help the company create premium and green products while maintaining a local commitment and presence. Our people have contributed to a very low turnover rate due to their commitment to long-term employment goals and aspirations within the company.

LNI Swissgas has always pursued a corporate philosophy of flexibility, transparency, trust and sustainability. This corporate philosophy is embraced and practiced by everyone in the company.

LNI Swissgas is a multinational corporation that is growing very fast and we are always on the hunt for new talent, whether it be design, sales, service or manufacturing!



WHO ARE YOU?



# LNI Swissgas

Carrier



## WHO ARE YOU

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LNI Swissgas is a multinational corporation that is growing very fast: we now have local sales and service offices located on 5 continents and have two factories that have never stopped expanding. Our innovative and challenging approach to business together with our long-term view on investments allow us to declare that we haven't finished growing yet!

First of all, we want our employees to enjoy their work and feel proud they are part of LNI Swissgas. Essentially we need people who are open-minded and committed to sustainable practices and to responsibility.

If you fancy a new challenge at an uncommon company, growing but green, innovative but certified, multinational but local, with diverse and experienced people that manufacture premium products combining the Swiss passion for perfection with Italian ingenuity and design, then get in touch with us!



WHAT DO WE OFFER?



## WHAT DO WE OFFER?

### JOB TITLE

We are seeking an enthusiastic Administrative Manager to assist our Back office operation Accounts operational tasks in India .

### JOB LOCATION

Kolkata , Vadodara , Mumbai areas. India.

### JOB DESCRIPTION

LNI Swissgas India is growing, to reinforce our team, we are looking for resourceful, highly organized and self-motivated person to put administration processes in place.

#### **Responsibilities:**

- Managing daily accounting and banking activities as well back office activities managing data order processing
- Handling statutory filings - TDS, GST, PF/ESI with help of external CA team
- Assisting in statutory compliance
- Assisting stakeholders' requirements
- Negotiating and Managing local vendors.
- Booking Orders , Following up for payments and other steps involve in sales cycle .

#### **Requirements :**

- Knowledge of Banking, Accounts, GST, TDS and statutory compliance background in commerce is a must
- Good command over Tally, MS Excel and Word etc
- Effective communication skills



Do you want to be part of the team?

**Contact us!**

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