



Accounts & Office Admin Executive

Job Description | TO-HRA-2026/001

Location	Reports To	Type
Avoly, Vazhakulam	Management	Full-time Onsite

Role Summary

The Accounts & Office Admin Executive will be responsible for managing day-to-day financial operations, office administration, compliance coordination, and internal business support. This is a high-ownership role that requires the individual to independently handle accounting workflows, billing, documentation, and communication across internal and external stakeholders.

In addition to core accounting responsibilities, the role also supports sales coordination, marketing execution, and client interaction, making it a critical function in ensuring smooth day-to-day business operations at Tirra Origins.

About Tirra Origins

Tirra Origins is a purpose-driven company focused on building ethical, scalable solutions in the agri-value and food innovation space. We blend tradition with innovation, rooted in sustainability and a deep respect for those who grow, harvest, and consume. Our mission is to uplift farming communities, deliver premium products, and reimagine the future of traceable sourcing.

Life at Tirra Origins

We are a growth-stage company where ownership, accountability, and execution define the culture. Team members work closely with founders and gain direct exposure across sourcing, operations, sales, marketing, and compliance functions.

This role is ideal for individuals who want to move beyond a narrow job scope and build real-world business understanding in a fast-paced, execution-driven environment.

Workplace Culture & Benefits

- Structured 6-day workweek
- Direct reporting and exposure to founders
- High-ownership role with cross-functional learning
- Opportunity to work across accounts, operations, and business functions
- Fast-paced execution environment with minimal hierarchy
- Performance-based growth and role expansion opportunities

Key Responsibilities

Accounts & Financial Management

- Maintain day-to-day accounting entries, ledgers, and financial records.
- Handle billing, invoicing (including e-invoice, e-way bill), payment tracking, and reconciliation
- Maintain purchase, sales, and expense records with proper documentation
- Assist in bank reconciliation and financial reporting coordination
- Track receivables, payables, and follow up on outstanding payments

Compliance, Legal & Audit Support

- Support GST, documentation and coordinate with CA for filings
- Maintain statutory records and ensure documentation readiness for audits
- Assist in audit preparation by organizing financial and compliance documents
- Support licensing processes and renewal tracking
- Maintain proper documentation for legal, compliance, and regulatory requirements

Office Administration & Operations

- Manage office administration including vendor coordination, supplies, and utilities
- Ensure smooth functioning of day-to-day office operations
- Maintain organized filing systems (physical and digital)
- Oversee cleanliness and organization of office premises
- Coordinate with service providers, vendors, and internal teams

Sales, Marketing & Business Support

- Support sales operations including order processing, billing, and follow-ups
- Assist in coordination of online and offline sales activities
- Support marketing execution by coordinating with internal teams
- Track basic sales data, customer responses, and campaign coordination
- Assist in handling customer queries, order updates, and communication

Communication & Coordination

- Handle incoming office calls, messages, and email communication professionally
- Coordinate between internal teams
- Maintain clear communication with clients, vendors, and partners
- Ensure timely follow-ups and updates on operational and financial matters

Required Qualifications

- Bachelor's degree in Commerce, Accounting, or related field
- Minimum 2+ years of experience in accounts, admin, or operations roles
- **Strong proficiency in Tally (mandatory)**
- Good understanding of accounting principles and financial workflows
- Basic knowledge of GST processes and documentation (filing knowledge preferred but not mandatory)
- **Fluency in Malayalam and Hindi (mandatory)**
- Good working proficiency in English (spoken and written)
- Strong communication, coordination, and multitasking ability

Preferred Skills

- Experience in startup or small business environments
- Familiarity with Microsoft 365 products
- Exposure to audit coordination, compliance, and licensing processes
- Basic understanding of sales workflows and customer handling
- Strong ownership mindset with attention to detail

Key Performance Indicators (KPIs)

- Accuracy and timeliness of accounting entries and records
- Billing and invoicing turnaround time
- Payment follow-up efficiency and collection tracking
- Compliance documentation readiness and audit support accuracy
- Responsiveness in handling client communication
- Smooth execution of office operations and coordination tasks

Key Result Areas (KRAs)

- Accounts Management & Financial Accuracy
- Compliance, Audit & Documentation Support
- Office Administration & Operational Efficiency
- Client Communication & Coordination
- Sales & Marketing Support Execution

Working Hours & Flexibility

This role follows a structured **9-hour work schedule** within a 6-day workweek (Monday to Saturday).

Candidates may choose one of the following fixed working slots based on their preference;

- **8:00 AM to 5:00 PM**
- **9:00 AM to 6:00 PM**

The selected shift will be finalized at the time of joining and will remain **fixed and consistent** to ensure operational stability.

Compensation Structure

Compensation for this role will be determined based on;

- Candidate's experience and skill level
- Performance during the interview and evaluation process
- Overall role fit and ownership capability

The final offer will be aligned with **industry standards and internal benchmarks**.

How to Apply

Interested candidates can apply through the following channels;

- **Company Website (Career Portal):**

www.tirraorigins.com

- **Email Application:**

contact@tirraorigins.com

Candidates are encouraged to share their **updated resume along with a brief introduction**.

“At Tirra Origins, we are building more than a company - we are building a system rooted in trust, quality, and long-term impact. This role is ideal for individuals who are ready to take ownership, grow with the business, and contribute meaningfully across functions.”