



## PR/158927 | Account Executive

### Job Information

**Recruiter**[JAC Recruitment Malaysia](#)**Job ID**

1541007

**Industry**

Chemical, Raw Materials

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

June 17th, 2025 04:00

### General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

Our client is a well established palm oil processing group of companies in Malaysia.

**MAIN RESPONSIBILITIES**

Location: Pasir Gudang, Johor Bahru  
Industry: palm oil processing (5 days/week)

**Role & Responsibilities**

- Performing AP invoice processing for PO invoices, non-PO invoices and tax withholding.
- Perform monthly reconciliation for vendor, payment, and bank.
- Handle the end-to-end processing of travel and expenses claim (T&E), verifying receipts and supporting documentation is compliant with local country T&E policy.
- Responsible for the monthly month-end closing process, ensuring all accounts payable transaction is capture

correctly in the system.

- Involve in accounts payable process improvement plan and working cross functional to implement change management in related area.
- Maintain the proper filing system for all the AP documents to ensure the accessibility.
- Provide support and training to local country stakeholder in related to payment status, claim submission and company policy.
- Fixed Assets
- Performs other related duties as assigned.

**Minimum Qualifications:**

- Bachelor's Degree in Business Studies/ Accounting or Finance.
- Knowledge of Oracle/ SAP/ Concur system will be an added advantage.
- Minimum 2 years of relevant working experience in related field.
- Proficient in using Microsoft Office Suite Excel, Word, Outlook software.
- Well verse in writing and communicate in English.
- Highly independent worker who is able to work well with minimal supervision.
- Demonstrate strong interpersonal, communication and presentation skills.

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Company Description