



PR/159126 | ACCOUNTS & ADMIN OFFICER

Job Information

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

1544053

Industry

Pharmaceutical

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

June 24th, 2025 01:00

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

Company Overview

Our client is a newly set up Food Manufacturing company from overseas investment, located at Nusajaya Industrial Area, Gelang Patah, Johor Bahru.

Job Responsibilities

Handle office administrative tasks such as filing, office supplies, scheduling meeting and travelling.

Handle accounting related such as AP, AR, invoicing, bank reconciliation, and assist in preparing financial report.

To support HR on company policy and practice.

To assist in audit and financial documentation.

Job Requirements

Diploma in Accounting or its equivalent.

1-2 years experience in accounting, admin, preferably in manufacturing industry.

Interested applicants, feel free to apply online.

Company Description