



PR/159126 | ACCOUNTS & ADMIN OFFICER

Job Information

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

1548109

Industry

Pharmaceutical

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 16:35

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.

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Company Description