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JAC Recruitment Singapore

PR/095670 | Back Office Member

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1553289

Industry

Business Consulting

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

July 29th, 2025 10:42

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

About the Company We are a global organization founded by individuals with a strong research background, with a mission to contribute to society through science and technology. With offices across Asia, the US, and the UK, we focus on creating innovative and sustainable solutions by bridging knowledge across academia, industry, and government. Our work involves building new ideas and connecting different sectors to solve real-world problems.

About the Role We are looking for an Administrative Assistant to support our back-office operations. This role will be key in ensuring smooth day-to-day functions across accounting, payroll, audit preparation, recruitment, legal documentation, and government submissions. You will also assist in coordinating local and international communication, and may support web and office tasks. Fresh graduates with strong multitasking and communication skills are welcome to apply.

Responsibilities

- Understand all projects being run by the company for back-office purposes
- Support accounting activities, including creation of invoices through the Xero platform
- Maintain and update financial records, including accounts payable, accounts receivable, and general ledger entries.
- Prepare internet banking fund transfer and payment

- Assist in month end closing preparation
- Ensure transaction are properly recorded and entered into the computerized accounting system
- Assist with payroll processing, ensuring timely and accurate salary payments.
- Assist in the preparation for annual audits and liaise with external auditors
- Support recruiting activities
- Support legal-related activities (creation of contracts, etc.)
- Process government-related paperwork (including filing of taxes)
- Ensure file organization based on office protocol
- Provide ad hoc support around office as needed
- Communication with various people locally and internationally
- Website management, if needed

Qualifications

- Bachelor's degree holder (a degree related to science and technology, or engineering is a plus) - fresh graduates are most welcome to apply!
- Strong interpersonal, time management, and communication skills
- Ability to multitask
- Proficient in Google Workspace tools, including Google Documents, Google Sheets, and Google Slides
- Proficient in usage of online meeting tools, including Google Meet, Zoom, and Microsoft Teams
- Journalizing experience and bookkeeping knowledge is a plus

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description