



PR/159287 | Accounts cum Admin Executive

Job Information

Recruiter
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Job ID

1555397

Industry

Retail

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

August 19th, 2025 10:19

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

A Japanese Retail company is seeking for Accounts cum Admin Executive at Kuala Lumpur to support their daily operations. The ideal candidate will handle basic accounting tasks and general administrative duties, ensuring smooth office functions and compliance with internal processes.

JOB RESPONSIBILITIES

- Assist with data entry and basic bookkeeping
- Prepare invoices, payment vouchers, and receipts
- Support monthly financial reporting and reconciliation
- Maintain proper filing of accounting documents

- Handle general Office administration and clerical tasks
- Prepare HR-related documents (e.g., letters, forms)
- Coordinate with HR outsourcing firms when needed
- Manage office supplies and support onboarding activities

JOB REQUIREMENTS:

- Diploma or Certificate in Accounting, Business Admin, or related field
- 1–2 years of working experience in accounting or admin roles
- Basic knowledge of accounting software and Microsoft Office
- Able to communicate in Chinese and English
- Organized, detail-oriented, and able to work independently
- Familiarity with POS systems in retail is an added advantage

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Company Description