



PR/159043 | Accounts Executive cum Admin

Job Information

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

1562346

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

October 21st, 2025 10:10

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

A company located in Bandar Puteri Puchong, is a well-established trading company with a strong presence in the textiles, chemicals, and machinery sectors. With a reputation for reliability and industry expertise, the company continues to grow its footprint in the Malaysian market. Currently seeking a dedicated and detail-oriented Accounts cum Admin Executive to support its daily operations.

JOB RESPONSIBILITIES

- Handle the full set of accounts, preferably with working knowledge of UBS Accounting System and e-invoicing processes.
- Perform account reviews and reconciliations, including invoice billing, payment and receipt processing, and managing Accounts Receivable (AR) and Accounts Payable (AP).
- Maintain accurate and up-to-date records of invoices and related documentation, including scanning and digital filing.
- Ensure proper document filing and maintain a high level of attention to detail in all accounting tasks.

- Oversee daily financial and operational matters in the absence of the manager, ensuring continuity and accuracy.

JOB REQUIREMENTS:

- Must have Degree in Accounting related field
- 2 to 4 years of hands-on experience in accounting, secretarial, and administrative functions.
- Capable of working independently with minimal supervision.
- Strong multi-tasking abilities and able to manage multiple responsibilities efficiently.
- Detail-oriented and organized, with a solid understanding of accounting principles and office operations.
- Possessed own transport.

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Company Description