



マレーシアの求人なら  
JAC Recruitment Malaysia

## PR/159736 | ACCOUNTING AND ADMIN MANAGER

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1564255

**Industry**

Bank, Trust Bank

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

January 13th, 2026 03:00

### 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

#### JOB DESCRIPTIONS

- Oversee general accounting tasks including bookkeeping, expense tracking, invoice processing, payment cycles, and financial reconciliations.
- Establish and maintain procedures with banks, equity partners, and government offices to support smooth office operations.
- Manage HR functions such as employee relations, compliance with labor regulations, and recruitment processes.
- Serve as the main liaison with the headquarters, ensuring effective communication and alignment on administrative and financial matters.

#### JOB REQUIREMENTS

- Degree in accounting, administrative or any related field

- At least of 5 years of experience in accounting and general administration.
- Experience in an investment/ funding or venture capital company will be added advantage

#LI-JACMY

#StateKL

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Company Description