



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

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Company Description