



PR/096254 | Admin & Accounts Officer (Japanese Speaking)

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1570878

Industry

Insurance

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

January 13th, 2026 06:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Fluent

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

OVERVIEW

Our client, a Japanese life insurance company, is looking for a Japanese speaking Admin & Accounts Officer for their branch in Singapore.

Responsibilities

- Perform general administrative tasks and basic accounting duties, including maintaining accurate financial records, processing expense claims, issuing cheques as instructed by supervisors, and preparing necessary accounting documentation.
- Support month-end closing processes and assist with other routine accounting functions.
- Handle incoming calls, emails, and correspondence promptly and professionally.
- Provide day-to-day IT support, including troubleshooting login issues and resolving minor technical problems.
- Liaise with external IT vendors to ensure timely resolution of escalated issues and seamless delivery of IT services.

- Maintain organized and up-to-date administrative records and documentation.
- Carry out additional tasks as assigned on an ad-hoc basis.

Requirements

- Bachelor's degree in any discipline
- At least 2 years of experience in an accounting or administrative role
- Strong communication skills and a collaborative, adaptable approach to teamwork
- Solid understanding of basic bookkeeping principles
- Proficiency in Japanese to effectively communicate with Japanese counterparts

Candidates require visa need not to apply.

We regret to inform that only shortlisted candidates will be notified.
Appreciate your understanding.

EA: JAC Recruitment Pte. Ltd.
EA Licence: 90C3026
EA Personnel: R24123855
EA Personnel Name: Mei Kamioka

#LI-JACSG #countrysingapore

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Company Description