



## 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

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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## Company Description