



PR/096322 | Business Process Control Executive

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1570897

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

January 27th, 2026 13:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

A leading global enterprise in the retail and investment sector is seeking a detail-oriented and proactive Business Process Control Executive to support its finance operations. This role focuses on executing accounting workflows accurately and efficiently, ensuring compliance with internal controls, and contributing to digital transformation initiatives.

JOB RESPONSIBILITIES

- Handle and file documentation related to AP/AR and GST processes.
- Verify supporting documents such as invoices, delivery notes, and contracts.
- Maintain accurate records and ensure compliance with internal policies.
- Coordinate with traders and internal teams to support operational workflows.

- Assist in ledger-related tasks (knowledge required, but no accounting work involved).
- Participate in process improvement and digitalization initiatives.

JOB REQUIREMENTS

- Diploma or Bachelor's degree in Business, Finance, or related field.
- Basic understanding of AP/AR, GST, and ledger concepts.
- Strong organizational skills and attention to detail.
- Good communication skills and ability to work in a fast-paced environment.
- Proficient in Microsoft Office; familiarity with digital tools is a plus.

Working Location: Singapore

Ng Siew Thien (R22107842)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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Company Description