



## 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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