



## PR/160127 | Accounts Assistant

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1577565

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

February 24th, 2026 09:01

### 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

**Client Overview**

A globally connected firm engaged in the trade of specialized machinery, precision fabrication parts and consumable components.

**Job Responsibilities**

- Manage monthly staff claims, including processing petrol receipts.
- Record and input payment transactions (bank or cash) into the accounting system.
- Record and input receipt transactions (bank or cash) into the accounting system.
- Maintain proper filing and organization of all accounts and finance-related documents.
- Purchase and top up office groceries and stationery as needed.
- Prepare and submit the monthly Gross Profit (GP) summary within the required deadline.
- Perform ad-hoc tasks assigned by management.

**Job Qualifications**

- Minimum 2 years of relevant accounting experience.

- Diploma in Accounting or above.

#LI-JACMY

#countrymalaysia

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Company Description