



## PR/159584 | Accounts and Admin Assistant

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1578036

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

February 16th, 2026 11:34

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Native

**Minimum Japanese Level**

Basic

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### **JOB RESPONSIBILITIES**

- Review and validate e-invoices to ensure accuracy and regulatory compliance
- Prepare delivery documents and maintain organized, up-to-date records
- Manage Customs documentation and apply for permits as needed
- Coordinate with forwarding agents, Customs officers, and relevant internal teams
- Maintain systematic filing for audit readiness and compliance requirements
- Monitor and track all submissions, permit approvals, and delivery progress
- Perform general administrative tasks to support compliance operations

#### **JOB REQUIREMENTS**

- Minimum Diploma / Degree in Business Administration, Office Management, or related field.

- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Experience supporting HR, accounts, or procurement functions is a plus.

#LI-JACMY  
#countrymalaysia

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Company Description