



PR/160307 | Account Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1583868

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

June 16th, 2026 16:01

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company Overview

A regional leading provider who specialized lighting products, optical technologies, and application-specific solutions is looking for a detail-oriented Account Executive who can work independently to join the team. In this role, you will be responsible for daily accounting data entry, full payroll processing, and general administrative support, including ad-hoc tasks assigned by management.

Key responsibilities:

- Handle daily accounting data entry with accuracy and timely updates.
- Manage full payroll processing, including salary computation and statutory submissions (PCB, SOCSO, EIS, HRDF).
- Provide general administrative support and assist with ad-hoc tasks assigned by management.
- Maintain organized physical and digital filing systems to ensure proper documentation control.

Candidate requirements:

- Minimum 3 years of working experience in accounting / payroll / admin.
- Diploma in Accounting / Business Administration, or LCCI / CAT (or equivalent); SPM holders with strong experience may be considered.
- Proficient in Microsoft Excel, with at least intermediate skills (e.g., VLOOKUP, Pivot Tables).

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