



PR/095759 | Account Receivable

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1586536

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

Australia

Salary

Negotiable, based on experience

Refreshed

May 12th, 2026 11:45

General Requirements

Minimum Experience Level

Over 1 year

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 company in the logistics industry is hiring for an Account Receivable position.

The organization operates an international network focused on air and sea freight, with a growing presence across multiple countries and a newly established branch in Ho Chi Minh City.

This role is ideal for individuals who are eager to learn, grow, and be part of a dynamic and multicultural team.

Job Description

- Manage the preparation, verification, and issuance of invoices, ensuring accuracy across multiple transactions
- Track incoming payments, reconcile accounts, and maintain up-to-date financial records to support operational efficiency

- Communicate with clients to follow up on outstanding balances and address basic billing inquiries in a professional manner
- Coordinate with overseas teams to provide updates on collections and clarify account details using either English or Mandarin
- Maintain organized financial data and assist in generating regular reports to support decision-making and financial oversight

Qualifications

- High school diploma or equivalent
- Educational background in accounting, finance, or business administration is preferred
- No prior experience required, with willingness to learn and develop accounting and bookkeeping skills
- Proficiency in either English (equivalent to IELTS 6.0 or higher) or Mandarin (equivalent to HSK 5 or higher)
- Comfortable working with spreadsheets and basic formulas, along with standard office and communication tools
- Strong attention to detail and accuracy when handling numerical data Clear and professional communication skills, particularly when engaging with clients regarding payments
- Well-organized, proactive, and able to manage tasks effectively in a fast-paced environment
- Positive attitude with a strong willingness to learn and contribute to team success

#LI-JACVN

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Company Description