



## PR/160424 | Accounts cum Admin Executive - Trading Company

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1589960

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

April 28th, 2026 10:55

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

Job description:

- Perform basic accounting tasks such as AP, AR, invoicing, and bank reconciliation.
- Assist with financial reports and data entry
- Liaise with external parties such as auditors, tax agents, and banks
- Manage office supplies and inventory
- Handle office maintenance and vendor coordination
- Organize meetings, schedules, and travel arrangements as needed
- Maintain employee records and HR-related documentation

- Prepare reports, letters, and internal documents
- Support HR tasks (payroll assistance, onboarding, leave tracking)
- Ensure smooth day-to-day office operation

**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.

Privacy Policy Link: <https://www.jac-recruitment.my/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.my/terms-of-use>

---

## Company Description