



PR/160424 | Accounts cum Admin Executive - Trading Company

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1594907

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

June 2nd, 2026 11:03

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

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Company Description