



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

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1597191

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

June 16th, 2026 10:34

### 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