



PR/160486 | Accounts & Admin Manager in One of the Growing Medical Equipment Trading Company

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1599277

Industry

Healthcare, Nursing

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 11:13

General Requirements

Minimum Experience Level

Over 6 years

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

Company and Job Overview

One of the growing multinational trading company is hiring at Bandar Sunway area! This Manager will be responsible for overseeing the organization's daily accounts transaction, maintenance of full set of accounts and administrative operations.

Job Responsibilities

Oversee daily financial operations including accounts payable, accounts receivable, general ledger, and cash flow management.

Prepare monthly, quarterly, and annual financial statements and management reports.

Ensure timely and accurate submission of tax filings, statutory reports, and regulatory requirements.

Manage office administration including facilities, utilities, assets, insurance, and vendor contracts.

Support HR administration matters such as payroll coordination, employee records, and onboarding documentation (where applicable).

Job Requirements

Diploma in Finance, Accounting, Business Administration, or related field.

Minimum 5–8 years of relevant finance and administration experience.

High attention to detail and accuracy.

#LI-JACMY

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Company Description