



PR/160542 | Accounts cum Admin Executive in an Established Electronic Company

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1599298

Industry

Retail

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 11:13

General Requirements

Minimum Experience Level

Over 3 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

Job Responsibilities

Accounting & Finance:

- Handle daily bookkeeping, expense recording, and monthly closing including P&L reporting.
- Manage AR/AP, payment schedules, and cash flow
- Prepare financial reports for Japan HQ and support external audits with proper internal controls.

Tax & Compliance:

- Oversee corporate tax and SST filings, including submission to LHDN

- Ensure regulatory compliance and liaise with external advisors for incorporation and certifications (eg., SIRIM)
- Serve as the main contact for external tax consultants and auditors

Payroll & HR Administration:

- Process monthly payroll and statutory contributions (EPF, SOCSO, EIS, and PCB)
- Manage employee lifecycle (onboarding/offboarding), contracts, and HR records
- Support HR operations including leave management, policy compliance, and recruitment

Audit & Internal Controls:

- Review workflows to identify risks, inefficiencies, and anomalies.
- Maintain proper documentation, audit trails and payroll records.
- Support audit processes and implement internal control improvements.

General Affairs, Procurement & Sales Support:

- Manage procurement activities including Purchase order (PO) processing and office supplies sourcing.
- Coordinate shipment tracking and logistics with relevant stakeholders
- Provide sales and administrative support, including material preparation and cross-functional coordination.

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Company Description