



PR/160593 | ACCOUNTS AND ADMIN SENIOR EXECUTIVE / ASST MANAGER (with an established Logistics & Trading company)

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1599319

Industry

Logistics, Storage

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

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company Overview

Our client is an established shipping and trading company with office in Taman Austin, Johor Bahru.

Job Responsibilities

- Maintaining full sets of accounts
- Handling closing of Monthly Management Account.

- Responsible in overall accounting administration including daily accounting data entries.
- Ensure all the financial transactions are properly coded and recorded.
- Liaise with auditors, bankers, tax agent, and other financial and regulatory authorities etc.
- Process monthly payroll accurately and on time (including statutory contributions such as EPF, SOCSO, PCB, etc.)
- Maintain employee records, attendance, leave, and claims administration.
- Oversee general office administration and daily operations
- Any other duties that may be given by superior from time to time, ie prepare sales quotation, oversee day to day operation in Administration Department

Job Requirements

- Possess at least a Diploma / Bachelor's Degree in Accountancy/Finance
- 5-6 years and above of working experience in the related field
- Experience in handling full set of accounts.
- Good communication skill in English.

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Company Description