



マレーシアの求人なら
JAC Recruitment Malaysia

PR/160776 | Accounts Assistant

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1602369

Industry

Chemical, Raw Materials

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

July 28th, 2026 04:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Responsibilities

- Record and maintain accurate financial transactions and accounting records.
- Assist in the preparation and reconciliation of accounts.
- Prepare invoices, statements, and other financial documents.
- Manage accounts payable and accounts receivable processes.
- Support audit activities and tax filing requirements.
- Liaise with vendors and clients regarding payments, account balances, and related matters.
- Perform administrative and ad-hoc duties as assigned by management.

Job Requirements

- Diploma, Advanced/Higher/Graduate Diploma in Accounting, Finance, or a related field.

- Fresh graduates are encouraged to apply; training will be provided for candidates who are eager to learn.
- Proficient in Microsoft Office applications, particularly Excel and Word.

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#StateKL

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Company Description