



PR/097382 | Accounts cum Admin

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1602981

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

August 4th, 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

COMPANY OVERVIEW

A well-established international trading and distribution company specializing in office products, stationery, tools, and industrial marking equipment. The organization operates across multiple Asian markets and maintains close collaboration with regional offices and overseas headquarters.

JOB RESPONSIBILITIES

An established international organization is seeking an Accounts & Admin Executive to support its Singapore office. This role combines accounting, administrative, and coordination responsibilities, offering close interaction with senior management, regional offices, and overseas headquarters. It is an ideal opportunity for someone seeking a stable and long-term career within a collaborative and supportive environment.

Accounting Duties (60%)

- Liaise with external accounting firms on accounting and compliance matters.
- Prepare accounting information, supporting schedules, and required documentation.
- Maintain proper filing and organization of accounting records.
- Assist with payroll administration, CPF matters, and accounting-related activities.
- Verify invoices, payment documents, and financial records.
- Support reporting requirements and submission of financial information to overseas headquarters.

Administrative & Secretarial Duties (40%)

- Prepare and coordinate corporate secretarial documentation, including matters relating to changes in company officers.
- Liaise with regional offices and external accounting partners across Asia.
- Review supporting documents and ensure proper documentation before submission.
- Coordinate reporting requirements between regional offices and headquarters.
- Manage correspondence, filing, and general office administration.
- Provide administrative support to senior management.
- Perform ad-hoc duties and special projects as assigned.

JOB REQUIREMENTS

- Diploma or Degree in Accounting, Business Administration, or a related discipline.
- Minimum 2 years of relevant accounting and administrative experience.
- Experience working with external accounting firms will be advantageous
- Meticulous, organised, and able to handle confidential information professionally.
- Strong communication and stakeholder management skills.
- Proficient in Microsoft Office applications.
- Able to work independently while supporting senior management.

Working Location: Singapore

Ng Siew Thien (R22107842)

JAC Recruitment Pte. Ltd. (90C3026)

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Company Description