



PR/161003 | Senior Account & Admin Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1609457

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

August 25th, 2026 12:27

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

- Prepare monthly reports including P&L Statement, Balance Sheet, Cash Flow Report, E -Invoice Submission, Cost of Goods Sold Report, Inventory Report and other financial documents while ensuring accurate accounting records and timely financial reporting.
- Process staff claims and supplier invoices while maintaining proper documentation and records for employee medical benefit claims and any advance payments.
- Coordinate and liaise with external parties such as auditors, tax agents, company secretaries, and other vendors.
- Prepare taxation document e.g. CBCR and transfer pricing questionnaire under guidance of superior.
- Compile and submit monthly financial consolidation package through the DIVA consolidation system to the parent company.
- Supervise interns by assigning and monitoring administrative and sales support tasks.

- Perform administrative and sales support, including travel arrangements, accommodation bookings, and other operational coordination activities.
- Support HR and employee welfare administration, including leave management, employee engagement activities, etc.
- Support supply chain activities by issuing purchase orders, coordinating shipping documentation, and monitoring inventory levels.

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Company Description