



## PR/161015 | Senior Account & Admin Executive

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1609865

**Industry**

Education

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

September 29th, 2026 12:00

### 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:

- Handle the full spectrum of accounting activities including cash book maintenance, fixed assets management, and accounts payable functions.
- Prepare and process financial transactions, including purchase order, invoices, credit note, quotation, payments, receipts, pre-approval listing.
- Generate and submit reporting of weekly, monthly, and ad hoc reports in a timely and accurate manner.
- Liaise with external auditors, tax agent, company secretary, bankers and other regulatory authorities to ensure compliance with local and statutory requirements.
- Provide administrative support including document filing, data entry, phone calls and emails answering, etc.
- Undertake additional accounting responsibilities as assigned by the management from time to time.

Job Requirement:

- Diploma or Degree holder in Accounting, Finance, Banking or a relevant field, with more than 5 years of working experience is welcome to apply.
- Able to communicate in English, Bahasa Malaysia and Chinese. Mandarin proficiency is required to liaise with China-based stakeholders.
- Proficient in Microsoft Office applications and knowledge of SQL will be an added advantage.
- Capable of working independently with strong organizational and multitasking skills.
- Willing to travel between branches on a weekly basis or as required for meetings.

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description