



## Finance and HR Administrative Manager | 財務・人事アドミンマネージャー

シンガポール本社とやり取りで英語力活かせます

### 募集職種

#### 採用企業名

RECYCLE POINT TOKYO 株式会社

#### 求人ID

1465952

#### 業種

その他

#### 雇用形態

正社員

#### 勤務地

その他東京, 八王子市

#### 給与

600万円 ~ 750万円

#### ボーナス

固定給+ボーナス

#### 更新日

2024年05月09日 02:00

### 応募必要条件

#### 職務経験

6年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

ネイティブ

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可が必要です

### 募集要項

#### Closure of full set of accounts which includes

1. Update the entries on purchases, sales, payment, receipts, payroll and journal entries into SAP system
2. Carry out bank reconciliation
3. handle petty cash
4. Stock count to ensure tally with system on quarterly and yearly basis
5. Corporate tax and withholding tax submission
6. Treasury management includes forecast of weekly cash flow, ensure sufficient liquidity, admin banking matters
7. Generate monthly management report; Profit or loss and Balance Sheet to management
8. System administrator for SAP
9. Ensure compliance with statutory requirements and submit the necessary report if required.
10. Any other ad hoc tasks.

**HR matter includes**

1. Recruitment
2. Process payroll

**Admin matter includes**

1. Office admin

**Salary range**

From JPY6,000,000 to JPY7,500,000 depending on the qualification and experiences.

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**スキル・資格**

- Accounting qualification with at least 5 years of accounting experiences, aided with HR experience is beneficial
- Meticulous, attention to detail and organised
- Independent worker as well as a good team player
- Highly self-motivated with a positive attitude towards learning
- People oriented with some supervisory skill
- Able to communicate in English with HQ

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**会社説明**