



PR/158344 | Payroll & Admin Officer

募集職種

人材紹介会社

ジェイエイシーリクルートメントマレーシア

求人ID

1536537

業種

監査・税理士法人

雇用形態

正社員

勤務地

マレーシア

給与

経験考慮の上、応相談

更新日

2025年05月14日 15:00

応募必要条件

職務経験

3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

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

JOB DESCRIPTION

- Provides administrative support including documentation filling and processing
- Maintains physical and e-filing systems
- Prepare sales report
- Assist online banking payment
- Responsible for the submission to SSM, EPF, SOCSO, DBKL, other authority, etc
- Liaise with bank for open bank account document
- Any other ad-hoc task as assign

JOB REQUIREMENTS

- Strong attention to detail and good analytical skills
- Verbal and written communication skills in English, Bahasa, and Mandarin
- Works closely with other administrative staff and supports other colleagues as needed.
- Ability to work well independently and in collaboration with others
- Works with sensitive information with discretion to maintain confidentiality and security and ensure compliance with privacy policies and regulations.
- Ability to work well under pressure and navigate multiple deadlines.
- Familiarity with standard office platforms, such as Microsoft Office, excel and QuickBooks
- Time management, multitasking, and flexibility
- Candidates must possess at least Diploma in any field.
- Fresh graduates are welcome.

#LI-JACMY

#StateKL

会社説明