



## PR/158970 | Account Executive (Based in Kinrara Puchong)

### 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

1536823

#### 業種

不動産仲介・管理

#### 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04月30日 16:05

### 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

### Company Information

A company based in Kinrara, Puchong is looking for an account executive role to handle active and dormant accounts of the company.

### Key Responsibilities:

- To perform accounting data entry.
- To check and ensure that all cash books for receipts and payments are correctly and accurately taken up on daily basis.
- To prepare tax analysis for relevant accounts.

- Assist in AP, bank re-con
- To prepare monthly management accounts.
- To coordinate for year-end audit.
- To execute all policies, activities, procedures, instructions as relevant and required by the quality management system

**Key Requirements:**

- Candidate graduate at least a Certificate/ LCCI/ Diploma/ Adv Diploma/ Degree or higher in accounting.
- With 3 months to one year working experience in Accounts
- Has own transportation
- Chinese speaker

---

会社説明