



PR/158927 | Account Executive

**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**

1541007

**業種**

化学・素材

**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20日 12:39

**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**

Our client is a well established palm oil processing group of companies in Malaysia.

**MAIN RESPONSIBILITIES**

Location: Pasir Gudang, Johor Bahru  
Industry: palm oil processing (5 days/week)

**Role & Responsibilities**

- Performing AP invoice processing for PO invoices, non-PO invoices and tax withholding.
- Perform monthly reconciliation for vendor, payment, and bank.
- Handle the end-to-end processing of travel and expenses claim (T&E), verifying receipts and supporting documentation is compliant with local country T&E policy.
- Responsible for the monthly month-end closing process, ensuring all accounts payable transaction is captured.

correctly in the system.

- Involve in accounts payable process improvement plan and working cross functional to implement change management in related area.
- Maintain the proper filing system for all the AP documents to ensure the accessibility.
- Provide support and training to local country stakeholder in related to payment status, claim submission and company policy.
- Fixed Assets
- Performs other related duties as assigned.

**Minimum Qualifications:**

- Bachelor's Degree in Business Studies/ Accounting or Finance.
- Knowledge of Oracle/ SAP/ Concur system will be an added advantage.
- Minimum 2 years of relevant working experience in related field.
- Proficient in using Microsoft Office Suite Excel, Word, Outlook software.
- Well verse in writing and communicate in English.
- Highly independent worker who is able to work well with minimal supervision.
- Demonstrate strong interpersonal, communication and presentation skills.

#LI-JACMY  
#statejohor

---

会社説明