



## PR/159043 | Accounts Executive cum Admin

### 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

1541090

#### 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 12:41

### 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 OVERVIEW

A company located in Bandar Puteri Puchong, is a well-established trading company with a strong presence in the textiles, chemicals, and machinery sectors. With a reputation for reliability and industry expertise, the company continues to grow its footprint in the Malaysian market. Currently seeking a dedicated and detail-oriented Accounts cum Admin Executive to support its daily operations.

#### JOB RESPONSIBILITIES

- Handle the full set of accounts, preferably with working knowledge of UBS Accounting System and e-invoicing processes.
- Perform account reviews and reconciliations, including invoice billing, payment and receipt processing, and managing Accounts Receivable (AR) and Accounts Payable (AP).

- Maintain accurate and up-to-date records of invoices and related documentation, including scanning and digital filing.
- Ensure proper document filing and maintain a high level of attention to detail in all accounting tasks.
- Oversee daily financial and operational matters in the absence of the manager, ensuring continuity and accuracy.

**JOB REQUIREMENTS:**

- Must have Degree in Accounting related field
- 2 to 4 years of hands-on experience in accounting, secretarial, and administrative functions.
- Capable of working independently with minimal supervision.
- Strong multi-tasking abilities and able to manage multiple responsibilities efficiently.
- Detail-oriented and organized, with a solid understanding of accounting principles and office operations.
- Possessed own transport.

#LI-JACMY

#StateSelangor

---

会社説明