

**PR/159126 | ACCOUNTS & 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**

1544053

**業種**

医薬品

**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06月10日 10:55

**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**

Our client is a newly set up Food Manufacturing company from overseas investment, located at Nusajaya Industrial Area, Gelang Patah, Johor Bahru.

**Job Responsibilities**

Handle office administrative tasks such as filing, office supplies, scheduling meeting and travelling.

Handle accounting related such as AP, AR, invoicing, bank reconciliation, and assist in preparing financial report.

To support HR on company policy and practice.

To assist in audit and financial documentation.

### **Job Requirements**

Diploma in Accounting or its equivalent.

1-2 years experience in accounting, admin, preferably in manufacturing industry.

Interested applicants, feel free to apply online.

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会社説明