



PR/159287 | Accounts cum Admin 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

1548274

業種

小売

雇用形態

正社員

勤務地

東京都 23区

給与

経験考慮の上、応相談

更新日

2025年07月08日 16:38

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 Japanese Retail company is seeking for Accounts cum Admin Executive at Kuala Lumpur to support their daily operations. The ideal candidate will handle basic accounting tasks and general administrative duties, ensuring smooth office functions and compliance with internal processes.

JOB RESPONSIBILITIES

- Assist with data entry and basic bookkeeping
- Prepare invoices, payment vouchers, and receipts
- Support monthly financial reporting and reconciliation
- Maintain proper filing of accounting documents

- Handle general Office administration and clerical tasks
- Prepare HR-related documents (e.g., letters, forms)
- Coordinate with HR outsourcing firms when needed
- Manage office supplies and support onboarding activities

JOB REQUIREMENTS:

- Diploma or Certificate in Accounting, Business Admin, or related field
- 1–2 years of working experience in accounting or admin roles
- Basic knowledge of accounting software and Microsoft Office
- Able to communicate in Chinese and English
- Organized, detail-oriented, and able to work independently
- Familiarity with POS systems in retail is an added advantage

#LI-JACMY

#StateKL

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会社説明