



PR/158984 | Account Executive (Fresh Graduate)

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

1548331

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 company in Kinrara, Puchong is seeking an account executive to manage both active and dormant accounts.

JOB RESPONSIBILITIES

- Handle full set of accounts
- Perform accounting data entry.
- Ensure daily accuracy of cash books for receipts and payments.
- Prepare tax analysis for relevant accounts.

- Assist in accounts payable and bank reconciliation.
- Prepare monthly management accounts.
- Coordinate year-end audit.
- Implement policies, activities, procedures, and instructions as required by the quality management system.

JOB REQUIREMENTS:

- Minimum qualification: Certificate, LCCI, Diploma, Advanced Diploma, Degree, or higher in accounting.
- 3 months to 1 year of experience in accounts.
- Possessed Own transportation.
- Proficiency in Chinese.

#LI-JACMY

#StateSelangor

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会社説明