



JAC Recruitment

We are recruitment specialists around the globe

Singapore



## PR/095358 | Admin and Accounts 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 シンガポール

#### 求人ID

1548800

#### 業種

監査・税理士法人

#### 雇用形態

正社員

#### 勤務地

シンガポール

#### 給与

経験考慮の上、応相談

#### 更新日

2025年07月08日 16:49

### 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

Job Title: Admin and Accounts Executive

Location: Singapore

#### About the Opportunity

My client is a leading global manufacturer of precision mechanical components, best known for their innovations in linear motion systems. Their products are widely used in industries such as robotics, automation, semiconductor manufacturing, and medical equipment—supporting high-performance engineering across the globe.

#### Key Responsibilities:

- Handle general office admin tasks, including filing and document management
- Coordinate with vendors for quotations and service arrangements
- Schedule office maintenance and vehicle servicing

- Prepare and send daily sales, order, and inquiry reports
- Support company events, festive gift arrangements, and courier services
- Assist with NEA submissions and customer credit reports
- Manage distributor certificates and greeting card arrangements
- Enter supplier invoices into SAP
- Update customs permit details and monthly exchange rates
- Monitor and report daily bank transactions
- Prepare customer freight invoices and monthly statements
- Assist with online banking payments and SAP deadline updates

Qualifications:

- Diploma in Business Administration, Accounting, or a related field (LCCI certificate also accepted)
- 1–2 years of relevant experience preferred, but fresh graduates with basic accounting knowledge are welcome to apply
- Proficient in Microsoft Office (Excel, Word, PowerPoint)
- Experience with SAP, Concur, or other accounting software is an advantage
- Detail-oriented with good communication skills
- A team player who is reliable, accurate, and able to meet deadlines

Interested applicants, please click [APPLY NOW](#)

Do note that we will only be in touch if your application is shortlisted.

Bryan Ashwin  
JAC Recruitment Pte Ltd  
EA License Number: 90C3026  
EA Personnel: R24122938

#LI-JACSG  
#countrysingapore

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明