



PR/159348 | 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 マレーシア

求人ID

1552465

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07月22日 10:22

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

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会社説明