



マレーシアの求人なら
JAC Recruitment Malaysia

PR/159512 | Account Assistant

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

1556747

業種

教育・学校

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09月02日 10:16

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 OVERVIEW

The company runs a multi-sector business including franchise operations and wholesale distribution of books, stationery, and café food products. They are hiring an Account Assistant in Kuala Lumpur to handle tasks such as accounts payable/receivable, reconciliation reports, and support for month-end and year-end closing. The role offers practical experience in financial processing, expense verification, and working under tight deadlines in a fast-paced environment.

JOB RESPONSIBILITIES

Prepare and type various documents, reports, and records to support month-end and year-end closing activities, including stock-in, sales, purchase and provision purchase return reconciliation.

Perform bookkeeping including AR, AP, GL

Assist in timely and accurate payment processing of financial transactions

Assist in the filing and management of documents, ensuring records are accurately maintained and organized to support an

efficient and streamlined workflow.

To undertake all other duties and responsibilities as instructed by the superior from time to time.

JOB REQUIREMENTS

Minimum of 1 -2 years' experience in accounting or a related role

Solid understanding of bookkeeping and fundamental accounting principles

Proficient in accounting software, Microsoft Excel, and other Microsoft Office tools

Effective communication skills in both English and Mandarin, written and spoken

#LI-JACMY

#StateKL

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会社説明