



PR/159736 | ACCOUNTING AND ADMIN MANAGER

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

1564255

業種

銀行・信託銀行・信用金庫

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12月30日 14:00

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

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 DESCRIPTIONS

- Oversee general accounting tasks including bookkeeping, expense tracking, invoice processing, payment cycles, and financial reconciliations.
- Establish and maintain procedures with banks, equity partners, and government offices to support smooth office operations.
- Manage HR functions such as employee relations, compliance with labor regulations, and recruitment processes.
- Serve as the main liaison with the headquarters, ensuring effective communication and alignment on administrative and financial matters.

JOB REQUIREMENTS

- Degree in accounting, administrative or any related field

- At least of 5 years of experience in accounting and general administration.
- Experience in an investment/ funding or venture capital company will be added advantage

#LI-JACMY

#StateKL

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.

Privacy Policy Link: <https://www.jac-recruitment.my/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.my/terms-of-use>

会社説明