



マレーシアの求人なら  
JAC Recruitment Malaysia

## 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

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会社説明