



## 【内神田、スタアロ】Accounting and Administration Staff ～ Manager

労務・労政のご経験のある方は歓迎です。

## 募集職種

## 人材紹介会社

株式会社ジェイ エイ シー リクルートメント

## 採用企業名

非公開

## 求人ID

1565655

## 業種

医療機器

## 会社の種類

外資系企業

## 雇用形態

正社員

## 勤務地

東京都 23区

## 給与

500万円 ～ 700万円

## 勤務時間

09:00 ～ 18:00

## 休日・休暇

【有給休暇】入社7ヶ月目には最低10日以上 【休日】週休二日制 土 日 祝日 年末年始 有給休暇は4月1日に付与されます \*  
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## 更新日

2025年12月25日 03:00

## 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

ビジネス会話レベル

## 日本語レベル

ネイティブ

## 最終学歴

高等学校卒

## 現在のビザ

日本での就労許可が必要です

## 募集要項

【求人No NJB2334619】

Accounting and Finance

- ・ Handle accounts payable/receivable payments and expense reimbursements.
- ・ Manage monthly and annual closing processes in coordination with the external tax accountant.
- ・ Support audit and tax filing processes ensuring accuracy and timely submissions.
- ・ Prepare local management reports aligned with corporate accounting policies.

#### Administration and General Affairs

- Manage vendor and office contracts renewals and compliance documentation.
- Handle social insurance and labor related submissions.
- Support HR documentation and payroll coordination with external service providers.

#### Logistics and Operations Support

- Coordinate import/export activities for medical devices demo systems and parts.
- Collaborate with customs brokers freight forwarders and logistics agencies.
- Troubleshoot customs clearance issues and negotiate with agencies.
- Maintain shipment records and ensure smooth communication with internal and external stakeholders.

#### Cross Functional Collaboration

- Provide administrative and financial support for sales and marketing events (such as exhibitions and product demonstrations) .
- Coordinate with legal counsel for contract drafting and compliance matters.
- Support intercompany documentation and accurate ERP recordkeeping.

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### スキル・資格

- Minimum 3 years of experience in accounting or administration.
- Knowledge of Japanese accounting and tax regulations.
- Proficiency in Microsoft Excel Word and general business software.
- Strong English reading and writing skills (business conversation level preferred) .
- Experience in import/export documentation and customs procedures (an Advantage)
- Familiarity with IFRS and global company reporting structures (an Advantage)

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### 会社説明

ご紹介時にご案内いたします