



## 【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

2026年01月22日 01:00

### 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