



PR/096254 | Admin & Accounts Officer (Japanese Speaking)

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 シンガポール

求人ID

1566029

業種

生命保険・損害保険

雇用形態

正社員

勤務地

シンガポール

給与

経験考慮の上、応相談

更新日

2025年11月18日 10:38

応募必要条件

職務経験

1年以上

キャリアレベル

中途経験者レベル

英語レベル

流暢

日本語レベル

流暢

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

OVERVIEW

Our client, a Japanese life insurance company, is looking for a Japanese speaking Admin & Accounts Officer for their branch in Singapore.

Responsibilities

- Perform general administrative tasks and basic accounting duties, including maintaining accurate financial records, processing expense claims, issuing cheques as instructed by supervisors, and preparing necessary accounting documentation.
- Support month-end closing processes and assist with other routine accounting functions.
- Handle incoming calls, emails, and correspondence promptly and professionally.
- Provide day-to-day IT support, including troubleshooting login issues and resolving minor technical problems.
- Liaise with external IT vendors to ensure timely resolution of escalated issues and seamless delivery of IT services.

- Maintain organized and up-to-date administrative records and documentation.
- Carry out additional tasks as assigned on an ad-hoc basis.

Requirements

- Bachelor's degree in any discipline
- At least 2 years of experience in an accounting or administrative role
- Strong communication skills and a collaborative, adaptable approach to teamwork
- Solid understanding of basic bookkeeping principles
- Proficiency in Japanese to effectively communicate with Japanese counterparts

Candidates require visa need not to apply.

We regret to inform that only shortlisted candidates will be notified.
Appreciate your understanding.

EA: JAC Recruitment Pte. Ltd.
EA Licence: 90C3026
EA Personnel: R24123855
EA Personnel Name: Mei Kamioka

#LI-JACSG #countrysingapore

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

会社説明