



PR/096322 | Business Process Control Executive

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

1570897

業種

その他（商社）

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

2026年01月13日 05:00

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

ネイティブ

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

COMPANY OVERVIEW

A leading global enterprise in the retail and investment sector is seeking a detail-oriented and proactive Business Process Control Executive to support its finance operations. This role focuses on executing accounting workflows accurately and efficiently, ensuring compliance with internal controls, and contributing to digital transformation initiatives.

JOB RESPONSIBILITIES

- Handle and file documentation related to AP/AR and GST processes.
- Verify supporting documents such as invoices, delivery notes, and contracts.
- Maintain accurate records and ensure compliance with internal policies.
- Coordinate with traders and internal teams to support operational workflows.

- Assist in ledger-related tasks (knowledge required, but no accounting work involved).
- Participate in process improvement and digitalization initiatives.

JOB REQUIREMENTS

- Diploma or Bachelor's degree in Business, Finance, or related field.
- Basic understanding of AP/AR, GST, and ledger concepts.
- Strong organizational skills and attention to detail.
- Good communication skills and ability to work in a fast-paced environment.
- Proficient in Microsoft Office; familiarity with digital tools is a plus.

Working Location: Singapore

Ng Siew Thien (R22107842)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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会社説明