



## PR/160127 | Accounts Assistant

### 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

1577565

#### 業種

その他（商社）

#### 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

2026年03月24日 06:00

### 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

#### Client Overview

A globally connected firm engaged in the trade of specialized machinery, precision fabrication parts and consumable components.

#### Job Responsibilities

- Manage monthly staff claims, including processing petrol receipts.
- Record and input payment transactions (bank or cash) into the accounting system.
- Record and input receipt transactions (bank or cash) into the accounting system.
- Maintain proper filing and organization of all accounts and finance-related documents.
- Purchase and top up office groceries and stationery as needed.
- Prepare and submit the monthly Gross Profit (GP) summary within the required deadline.
- Perform ad-hoc tasks assigned by management.

#### Job Qualifications

- Minimum 2 years of relevant accounting experience.

- Diploma in Accounting or above.

#LI-JACMY

#countrymalaysia

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会社説明