



PR/160307 | Account 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マレーシア

求人ID

1583868

業種

その他（メーカー）

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 11:46

応募必要条件

職務経験

3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

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 regional leading provider who specialized lighting products, optical technologies, and application-specific solutions is looking for a detail-oriented Account Executive who can work independently to join the team. In this role, you will be responsible for daily accounting data entry, full payroll processing, and general administrative support, including ad-hoc tasks assigned by management.

Key responsibilities:

- Handle daily accounting data entry with accuracy and timely updates.
- Manage full payroll processing, including salary computation and statutory submissions (PCB, SOCSO, EIS, HRDF).
- Provide general administrative support and assist with ad-hoc tasks assigned by management.
- Maintain organized physical and digital filing systems to ensure proper documentation control.

Candidate requirements:

- Minimum 3 years of working experience in accounting / payroll / admin.
- Diploma in Accounting / Business Administration, or LCCI / CAT (or equivalent); SPM holders with strong experience may be considered.
- Proficient in Microsoft Excel, with at least intermediate skills (e.g., VLOOKUP, Pivot Tables).

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.

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会社説明