



PR/095759 | Account Receivable

### 募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1586536

業種

物流・倉庫

雇用形態

正社員

勤務地

オーストラリア

給与

経験考慮の上、応相談

更新日

2026年05月26日 08:00

### 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

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 company in the logistics industry is hiring for an Account Receivable position.

The organization operates an international network focused on air and sea freight, with a growing presence across multiple countries and a newly established branch in Ho Chi Minh City.

This role is ideal for individuals who are eager to learn, grow, and be part of a dynamic and multicultural team.

#### Job Description

- Manage the preparation, verification, and issuance of invoices, ensuring accuracy across multiple transactions
- Track incoming payments, reconcile accounts, and maintain up-to-date financial records to support operational efficiency

- Communicate with clients to follow up on outstanding balances and address basic billing inquiries in a professional manner
- Coordinate with overseas teams to provide updates on collections and clarify account details using either English or Mandarin
- Maintain organized financial data and assist in generating regular reports to support decision-making and financial oversight

#### Qualifications

- High school diploma or equivalent
- Educational background in accounting, finance, or business administration is preferred
- No prior experience required, with willingness to learn and develop accounting and bookkeeping skills
- Proficiency in either English (equivalent to IELTS 6.0 or higher) or Mandarin (equivalent to HSK 5 or higher)
- Comfortable working with spreadsheets and basic formulas, along with standard office and communication tools
- Strong attention to detail and accuracy when handling numerical data Clear and professional communication skills, particularly when engaging with clients regarding payments
- Well-organized, proactive, and able to manage tasks effectively in a fast-paced environment
- Positive attitude with a strong willingness to learn and contribute to team success

#LI-JACVN

**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.vn/privacy-policy>

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

---

会社説明