



## 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04月28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

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会社説明