



## PR/160424 | Accounts cum Admin Executive - Trading Company

### 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

1591451

#### 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05月12日 10:16

### 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

ビジネス会話レベル

#### 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

#### Job description:

- Perform basic accounting tasks such as AP, AR, invoicing, and bank reconciliation.
- Assist with financial reports and data entry
- Liaise with external parties such as auditors, tax agents, and banks
- Manage office supplies and inventory
- Handle office maintenance and vendor coordination
- Organize meetings, schedules, and travel arrangements as needed
- Maintain employee records and HR-related documentation

- Prepare reports, letters, and internal documents
- Support HR tasks (payroll assistance, onboarding, leave tracking)
- Ensure smooth day-to-day office operation

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会社説明