



PR/160435 | Accounts Manager in a well established EPC 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

1599257

業種

監査・税理士法人

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06月26日 11:12

応募必要条件

職務経験

6年以上

キャリアレベル

中途経験者レベル

英語レベル

日常会話レベル

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

Company Overview

A well known and established EPC company in PJ looking for Accounts Manager to oversee the finance, HR and administration.

Job Responsibilities

- Oversee and manage all administrative operations of the Malaysia Branch
- Handle accounting and finance matters, including budgeting, bookkeeping, monthly and yearly closing, and liaison with auditors and tax agents
- Support the Managing Director in operational, administrative, and financial matters
- Coordinate and liaise with headquarters in Japan, ensuring smooth communication and reporting

- Prepare various reports and presentations using Microsoft Excel and PowerPoint, including financial summaries, operational updates, and performance analyses
- Manage office policies, procedures, and compliance with local regulations
- Handle vendor management, contracts, procurement processes, and cost control
- Assist in HR-related matters, including recruitment, payroll coordination, and employee welfare

Job Requirements

- Bachelor's Degree in Accounting, Finance, or a related field.
5 years of accounting experience accounting or finance
- Experience in handling HR and administration will be an added advantage
- Proficient in Microsoft Excel and PowerPoint for report preparation and data presentation
- Strong leadership, organizational and interpersonal skills

#LI-JACMY

#countrymalaysia

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会社説明