



PR/160486 | Accounts & Admin Manager in One of the Growing Medical Equipment 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

1599277

業種

福祉・介護

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 11:13

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

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

Company and Job Overview

One of the growing multinational trading company is hiring at Bandar Sunway area! This Manager will be responsible for overseeing the organization's daily accounts transaction, maintenance of full set of accounts and administrative operations.

Job Responsibilities

Oversee daily financial operations including accounts payable, accounts receivable, general ledger, and cash flow management.

Prepare monthly, quarterly, and annual financial statements and management reports.

Ensure timely and accurate submission of tax filings, statutory reports, and regulatory requirements.

Manage office administration including facilities, utilities, assets, insurance, and vendor contracts.

Support HR administration matters such as payroll coordination, employee records, and onboarding documentation (where applicable).

Job Requirements

Diploma in Finance, Accounting, Business Administration, or related field.

Minimum 5–8 years of relevant finance and administration experience.

High attention to detail and accuracy.

#LI-JACMY

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会社説明