



PR/160548 | Senior Executive

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

1599302

業種

土木

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

1年以上

キャリアレベル

中途経験者レベル

英語レベル

ネイティブ

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 Responsibilities

- Process and verify supplier invoices, staff claims, and payments
- Prepare and execute payments, including suppliers, fund transfers, loans, statutory, and tax-related payments
- Enter supplier invoices accurately into the SAP system

Perform bank reconciliations and reconcile receivables, bank charges, and related discrepancies

Prepare invoices and submit them via the e-invoicing portal

Prepare monthly payment summaries and maintain accurate financial records and documentation

Job Qualifications

Degree in Accounting, Finance, or related field

Open to candidates from **any industry**

Able to work independently and meet deadlines

#LI-JACMY

#countrymalaysia

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.my/privacy-policy>

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

会社説明