



PR/160593 | ACCOUNTS AND ADMIN SENIOR EXECUTIVE / ASST MANAGER (with an established Logistics & 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

1599319

業種

物流・倉庫

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

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

Our client is an established shipping and trading company with office in Taman Austin, Johor Bahru.

Job Responsibilities

- Maintaining full sets of accounts
- Handling closing of Monthly Management Account.

- Responsible in overall accounting administration including daily accounting data entries.
- Ensure all the financial transactions are properly coded and recorded.
- Liaise with auditors, bankers, tax agent, and other financial and regulatory authorities etc.
- Process monthly payroll accurately and on time (including statutory contributions such as EPF, SOCSO, PCB, etc.)
- Maintain employee records, attendance, leave, and claims administration.
- Oversee general office administration and daily operations
- Any other duties that may be given by superior from time to time, ie prepare sales quotation, oversee day to day operation in Administration Department

Job Requirements

- Possess at least a Diploma / Bachelor's Degree in Accountancy/Finance
- 5-6 years and above of working experience in the related field
- Experience in handling full set of accounts.
- Good communication skill in English.

#LI-JACMY

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会社説明