



PR/160776 | Accounts Assistant

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

1602369

業種

化学・素材

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07月14日 10:22

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

- Record and maintain accurate financial transactions and accounting records.
- Assist in the preparation and reconciliation of accounts.
- Prepare invoices, statements, and other financial documents.
- Manage accounts payable and accounts receivable processes.
- Support audit activities and tax filing requirements.
- Liaise with vendors and clients regarding payments, account balances, and related matters.
- Perform administrative and ad-hoc duties as assigned by management.

Job Requirements

- Diploma, Advanced/Higher/Graduate Diploma in Accounting, Finance, or a related field.

- Fresh graduates are encouraged to apply; training will be provided for candidates who are eager to learn.
- Proficient in Microsoft Office applications, particularly Excel and Word.

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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.

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会社説明