



PR/097382 | Accounts cum Admin

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シンガポール

求人ID

1602981

業種

その他（メーカー）

雇用形態

正社員

勤務地

シンガポール

給与

経験考慮の上、応相談

更新日

2026年07月21日 10:20

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

COMPANY OVERVIEW

A well-established international trading and distribution company specializing in office products, stationery, tools, and industrial marking equipment. The organization operates across multiple Asian markets and maintains close collaboration with regional offices and overseas headquarters.

JOB RESPONSIBILITIES

An established international organization is seeking an Accounts & Admin Executive to support its Singapore office. This role combines accounting, administrative, and coordination responsibilities, offering close interaction with senior management, regional offices, and overseas headquarters. It is an ideal opportunity for someone seeking a stable and long-term career within a collaborative and supportive environment.

Accounting Duties (60%)

- Liaise with external accounting firms on accounting and compliance matters.
- Prepare accounting information, supporting schedules, and required documentation.
- Maintain proper filing and organization of accounting records.
- Assist with payroll administration, CPF matters, and accounting-related activities.
- Verify invoices, payment documents, and financial records.
- Support reporting requirements and submission of financial information to overseas headquarters.

Administrative & Secretarial Duties (40%)

- Prepare and coordinate corporate secretarial documentation, including matters relating to changes in company officers.
- Liaise with regional offices and external accounting partners across Asia.
- Review supporting documents and ensure proper documentation before submission.
- Coordinate reporting requirements between regional offices and headquarters.
- Manage correspondence, filing, and general office administration.
- Provide administrative support to senior management.
- Perform ad-hoc duties and special projects as assigned.

JOB REQUIREMENTS

- Diploma or Degree in Accounting, Business Administration, or a related discipline.
- Minimum 2 years of relevant accounting and administrative experience.
- Experience working with external accounting firms will be advantageous
- Meticulous, organised, and able to handle confidential information professionally.
- Strong communication and stakeholder management skills.
- Proficient in Microsoft Office applications.
- Able to work independently while supporting senior management.

Working Location: Singapore

Ng Siew Thien (R22107842)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

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会社説明