



JAC Recruitment

マレーシアの求人なら
JAC Recruitment Malaysia

PR/161003 | Senior Account & Admin 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

1609457

業種

その他（商社）

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08月25日 12:27

応募必要条件

職務経験

3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

Job Responsibilities

- Prepare monthly reports including P&L Statement, Balance Sheet, Cash Flow Report, E -Invoice Submission, Cost of Goods Sold Report, Inventory Report and other financial documents while ensuring accurate accounting records and timely financial reporting.
- Process staff claims and supplier invoices while maintaining proper documentation and records for employee medical benefit claims and any advance payments.
- Coordinate and liaise with external parties such as auditors, tax agents, company secretaries, and other vendors.
- Prepare taxation document e.g. CBCR and transfer pricing questionnaire under guidance of superior.
- Compile and submit monthly financial consolidation package through the DIVA consolidation system to the parent company.
- Supervise interns by assigning and monitoring administrative and sales support tasks.

- Perform administrative and sales support, including travel arrangements, accommodation bookings, and other operational coordination activities.
- Support HR and employee welfare administration, including leave management, employee engagement activities, etc.
- Support supply chain activities by issuing purchase orders, coordinating shipping documentation, and monitoring inventory levels.

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