

PR/161015 | 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
1609865

業種
教育・学校

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11月10日 04:00

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:

- Handle the full spectrum of accounting activities including cash book maintenance, fixed assets management, and accounts payable functions.
- Prepare and process financial transactions, including purchase order, invoices, credit note, quotation, payments, receipts, pre-approval listing.
- Generate and submit reporting of weekly, monthly, and ad hoc reports in a timely and accurate manner.
- Liaise with external auditors, tax agent, company secretary, bankers and other regulatory authorities to ensure compliance with local and statutory requirements.
- Provide administrative support including document filing, data entry, phone calls and emails answering, etc.
- Undertake additional accounting responsibilities as assigned by the management from time to time.

Job Requirement:

- Diploma or Degree holder in Accounting, Finance, Banking or a relevant field, with more than 5 years of working experience is welcome to apply.
- Able to communicate in English, Bahasa Malaysia and Chinese. Mandarin proficiency is required to liaise with China-based stakeholders.
- Proficient in Microsoft Office applications and knowledge of SQL will be an added advantage.
- Capable of working independently with strong organizational and multitasking skills.
- Willing to travel between branches on a weekly basis or as required for meetings.

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