

Account Payable

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Job Information

Recruiter

[Michael Page](#)

Job ID

1485021

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5.5 million yen ~ 7.5 million yen

Refreshed

July 2nd, 2024 13:58

General Requirements

Career Level

Mid Career

Minimum English Level

Basic

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Our client in automotive manufacturing industry is looking for 'Account Payable' professional. If you are willing to work with a company that is committed to produce the best quality of products and work in supportive and international environment, this is a very exciting opportunity!

Client Details

About the global business

A major European manufacturer of commercial vehicles, renowned for producing 'the best quality of trucks,' specializes in heavy trucks and buses. This company is also a leading producer of diesel engines for heavy vehicles, as well as for marine and general industrial applications.

About Japan business

Established in the late 2000s, the Japanese branch of this major commercial vehicle manufacturer focuses on domestic sales and after-sales service of a wide range of large tractors, trucks, buses, and industrial engines. Aligned with the company's core principles of prioritizing customers, embracing diversity, and streamlining logistics, their objective is to serve

as a valuable business partner that enhances profitability for their Japanese clientele.

Description

- Responsible for the daily booking of transactions for vendor invoices including AP invoices, Auto withdrawal , COGS, warranty, WEB invoices etc in Axapta integrated from other sources and arrange payments (urgent and monthly payments)
- Manage suppliers master on Axapta (register new suppliers etc)
- Verify and rectify Expense report and Company Card
- Prepare payment of Expense report and Company Card
- Other AP related tasks

Job Offer

- Salary budget up to 7.5M
- 10% bonus
- Hybrid work up to 2 days
- Flexible time
- Very close and international environment with flat culture

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Yaya Vichitranon at +81 3 6832 8668.

Required Skills

- Demonstrated knowledge of accounts systems, procedures and practise
- Business level Japanese
- Excellent organisational and administrative skills
- Proven ability to work accurately with figures and spreadsheets in combination with good computer skills
- Team player with willing and enthusiastic approach

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