



Accounts Assistant/Executive ★2年以上の経理、買掛金業務経験★英語／中国語スキルを活かせる

経理・会計経験2年未満のお持ちの方もご応募ください！

Job Information

Hiring Company

[Recycle Point Tokyo KK](#)

Job ID

1491782

Industry

Other

Job Type

Permanent Full-time

Location

Tokyo - Other Areas, Hachioji-shi

Salary

3 million yen ~ 4.5 million yen

Salary Bonuses

Bonuses paid on top of indicated salary.

Refreshed

August 29th, 2024 10:53

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Native

Other Language

Chinese (Mandarin) - Native

英語スキルが不足の場合は中国語も歓迎します

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

- ・ Responsible for the full spectrum of accounts payables which includes update of purchasing and payment entries as well as process payment.
- ・ Reconcile sales transactions on the online portal and update into accounting system.
- ・ Involve in the quarterly and yearly stock take and ensure that physical quantities tally with system record.
- ・ Other ad hoc duties as assigned by superior.

Salary Range

· Annually : 2,880,000 ~ 4,320,000

· Monthly : JPY240,000 ~ JPY360,000

※ Depending on the relevant working experiences and qualification.

Required Skills

- 2 years of accounting experiences or more is preferred
 - Candidates with less than 2 years accounting experience are also welcomed to apply
 - Meticulous, attention to detail and organised
 - Independent worker as well as a good team player
 - Highly self-motivated with a positive attitude towards learning
 - The candidate must be able to understand basic English (written and verbal)
-

Company Description