



AP Specialist

外資ヘルスケアでの募集です。 経理（非上場）のご経験のある方は歓迎です。

Job Information

Recruiter

JAC Recruitment Co., Ltd.

Hiring Company

外資ヘルスケア

Job ID

1495800

Industry

Medical Device

Company Type

International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6 million yen ~ 7.5 million yen

Work Hours

09:00 ~ 17:30

Holidays

【有給休暇】入社7ヶ月目には最低10日以上 ※入社月により異なります ※入社2年目は14日付与 【休日】完全週休二日制 年末年...

Refreshed

October 10th, 2024 10:00

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

【求人No NJB2252077】

■Responsibilities

Review and process T E payments with outstanding precision.
Review and approve Vendor Master Data to ensure detailed records.
Prepare and process payments closely adhering to internal guidelines.

Required Skills

■Qualifications

Bachelor's degree in finance or accounting with a minimum of 2 years of accounts payable related experience.
Confirmed communication skills in both spoken and written English; Mandarin is a plus.
Strong matured social skills and a positive demeanor toward work.

Company Description

ご紹介時にご案内いたします