



Accounting and Administration Team Member

Job Information

Hiring Company[MTJ CO., LTD.](#)**Job ID**

1503349

Industry

Tourism

Company Type

Small/Medium Company (300 employees or less) - International Company

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Minato-ku

Salary

Negotiable, based on experience

Refreshed

December 27th, 2024 09:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Technical/Vocational College

Visa Status

Permission to work in Japan required

Job Description

MTJ CO. LTD. is a renowned travel agency in Tokyo, celebrated for crafting exceptional tailor-made travel experiences for clients across the globe. We are specialist to create tours for European and North America clients.

We are seeking a dedicated professional to join our Accounting and Administration team.

Primary Responsibilities:

- In charge of customer and supplier invoicing
- Preparation of accounting documents
- Collaborate with colleagues to liaise with suppliers and customers regarding financial matters.
- Invoices payment by banking system

Benefits:

- A salary that reflects your skills and experience
 - Opportunities for professional growth within a successful travel agency.
 - Dynamic and multicultural work environment.
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Required Skills

Requirements:

- Fluency in Japanese and English at the business level.
 - Previous experience in an accounting administration role for more than 2 years in Accounting or Bookkeeping level 2
 - Knowledge of local tax laws and accounting regulations
 - Excellent communication skills and the ability to thrive in a multicultural environment.
 - Strong problem-solving abilities and a commitment to teamwork.
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Company Description