



PR/157701 | Finance Executive

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1505160

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 11:33

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Our client is a newly set up manufacturing in electrical and electronics.

KEY RESPONSIBILITIES

- Location: Kulai, Johor
- Handle all aspects of daily accounting and finance operation and tax related matters.
- Assist in raising payment vouchers and performing data entries of basic accounting entries.
- Handle invoices, payments vouchers and billings.
- Handle administration matters, including office purchases, upkeep and maintenance of office equipment and fixed assets.
- Assist payroll related matters, annual renewal for licenses and submission for EPF, Socso, EIS, PCB, SST and etc.

KEY REQUIREMENTS

- Degree/diploma in Accounting, LCCI, Business Studies or its equivalent.

- 2-5 years experience in accounting.
- Experience in manufacturing is added advantage.

Interested applicants are welcome to send in resume directly to faez.kamal@jac-recruitment.com or contact 07-2781122.

#LI-JACMY
#statejohor

Company Description