

MichaelPage

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Senior Accountant and General Affairs

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Job Information

Recruiter

Michael Page

Job ID

1508310

Industry

Electronics, Semiconductor

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

5 million yen ~ 8 million yen

Refreshed

December 9th, 2024 15:51

General Requirements

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Bring in your skills and experience in accounting and embrace new experience in general admin and HR as the company's 'Senior Accountant and General Affairs'! The company offers excellent work-life balance with hybrid work up to 2 days working from home and average overtime of 20 hours)

Client Details

This company is a leading player in the semiconductor industry, specializing in the design, manufacturing, and distribution of advanced microchips and integrated circuits. Their products are crucial for various applications, including consumer electronics, automotive, industrial automation, and telecommunications.

With a robust R&D division, the company continually innovates, pushing the boundaries of technology to develop smaller, faster, and more efficient chips. They maintain a global presence with state-of-the-art manufacturing facilities and offices in key markets around the world.

Their commitment to sustainability and ethical practices is evident in their operations, with initiatives aimed at reducing environmental impact and enhancing corporate social responsibility. The company's workforce is highly skilled, with a culture that emphasizes collaboration, continuous learning, and excellence.

Overall, this company is recognized for its cutting-edge technology, quality products, and significant contributions to the advancement of the semiconductor industry.

Description

- Journal entry input, accounts receivable/accounts payable management.
- Creation and management of financial reports and general ledgers in ERP.
- Preparation and storage of accounting documents and supporting documents.
- Coordination with head office accounting department for end-of-year financial statements and audits.
- Collaboration with external accounting firms for tax return filing.
- Assist in personnel management, general affairs, and legal affairs.

Job Offer

- Complete social insurance coverage (health insurance, employee pension, employment insurance, workers' compensation insurance).
- Commuting allowance
- Retirement benefits and long-service awards.
- Opportunities for remote work (up to 2 days a week working from home).
- Paid vacation: 20 days per year (with separate regulations for the first year of employment).
- Great salary package up to 8M

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

- At least 3 years of accounting experience.
 - Excellent time management and multitasking abilities.
 - Strong interpersonal communication skills and a service-oriented approach.
 - Ability to work autonomously and take on new challenges, especially in human resources.
 - Proficiency in Microsoft Excel, Microsoft PowerPoint (creating manuals), and web conferencing tools.
 - Business English
 - Japanese: Native level or equivalent to Japanese Language Proficiency Test N1.
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Company Description

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