



## PR/157701 | Finance Executive

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1508855

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

December 11th, 2024 15:18

### 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](mailto:faez.kamal@jac-recruitment.com) or contact 07-2781122.

#LI-JACMY  
#statejohor

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## Company Description