



## PR/158344 | Payroll & Admin Officer

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1509177

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

December 11th, 2024 15:31

### 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

**JOB DESCRIPTION**

- Provides administrative support including documentation filling and processing
- Maintains physical and e-filing systems
- Prepare sales report
- Assist online banking payment
- Responsible for the submission to SSM, EPF, SOCSO, DBKL, other authority, etc
- Liaise with bank for open bank account document
- Any other ad-hoc task as assign

**JOB REQUIREMENTS**

- Strong attention to detail and good analytical skills
- Verbal and written communication skills in English, Bahasa, and Mandarin
- Works closely with other administrative staff and supports other colleagues as needed.
- Ability to work well independently and in collaboration with others
- Works with sensitive information with discretion to maintain confidentiality and security and ensure compliance with privacy policies and regulations.
- Ability to work well under pressure and navigate multiple deadlines.
- Familiarity with standard office platforms, such as Microsoft Office, excel and QuickBooks
- Time management, multitasking, and flexibility
- Candidates must possess at least Diploma in any field.
- Fresh graduates are welcome.

#LI-JACMY

#StateKL

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Company Description