

Recruiter   JAC Recruitment Vietnam Co., Ltd   Job ID   1509516   Industry   Other (Trade)   Job Type   Permanent Full-time   Location   Vietnam   Salary   Negotiable, based on experience   Refreshed   December 11th, 2024 15:42   General Requirements   Minimum Experience Level   Over 3 years   Career Level   Minimum English Level   Business Level   Minimum Japanese Level   Business Level   Minimum Education Level   Associate Degree/Diploma		
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Business Level Minimum Japanese Level Business Level Minimum Education Level Associate Degree/Diploma Visa Status	<b>Career Level</b> Mid Career	
Business Level Minimum Education Level Associate Degree/Diploma Visa Status	Minimum English Level Business Level	
Associate Degree/Diploma Visa Status	Minimum Japanese Level Business Level	
	Minimum Education Level Associate Degree/Diploma	
no permission to work in sapan required	Visa Status No permission to work in Japan req	uired

Job Description

The Japanese Trading Company

Job Responsibilities

- To be in charge of General Accounting for Food Dept. such as payment arrangement, managing receivable accounts, payable accounts, etc...
- Follow-up Credit management of all Dept.
- Sales/Purchase Checklist: pick up sampling purchase/ sales transactions, and check the credit limit, and evidence,...
- To prepare inventory reconciliation, and warehouse physical checking for tax audit.
- To convert principle data to Misa accounting software for VAS purchase, sales, and inventory reports.
- Translate GL's remarks, Input new codes in MKS/SAP
- File all documents into files, classify documents such as TAR, TAP, expense, etc...
- Other tasks requested by Supervisor, General Manager

Job Requirements

- Educational Background: University
- Work Experience: Accounting & Trading 3 years

- Professional Skill: Excel skill, critical thinking, time management, negotiation skill
  Language: English

**Company Description**