



PR/122641 | Business Administration (Accounting & Invoicing)

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1512266

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

December 24th, 2024 10:31

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:

As a Business Administration Officer, you will play a crucial role in ensuring the smooth operation of our administrative processes. Your responsibilities will include:

- Issue invoice
- Issuing Tax Invoice
- Handle billing to customers
- Handle AR dan AP
- Handle accounting journal for internal

Requirements:

- Minimum of 2 years in a similar position.
- Education: Accounting, economic, management, business administration

Skills:

- Strong organizational and multitasking abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Excellent communication and interpersonal skills.

- Attention to detail and accuracy in handling financial documents.

Position Level: Junior Staff

Company Description