



PR/158060 | Accounts & Admin Manager

Job Information

Recruiter

JAC Recruitment Malaysia

Job ID

1512350

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

February 5th, 2025 13:00

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

COMPANY OVERVIEW

A leading multinational company in the trading industry is seeking an Accounts & Admin Manager to ensure timely accounting reports, prepare budgets and forecasts, and manage office administrative tasks

JOB RESPONSIBILITIES

- Ensure smooth operations in accounting department.
- Responsible for accurate and timely accounting & finance record and reporting.
- Take care of budgeting, forecasting and variance analysis.
- Preparation of tax computation.

- Responsible for asset and inventory management.
- Ensure compliance of accounting standards.
- Liaise with relevant parties for payroll, statutory bodies, lawyers, banker's tax agents & etc.

JOB REQUIREMENTS

- Possess degree in Business Studies.
- Willing to handle hands on tasks.
- Willing to handle ad-hoc tasks.
- Willing to work in Petaling Jaya.

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Company Description