



PR/094259 | Accounting cum Admin

## Job Information

### Recruiter

JAC Recruitment Vietnam Co., Ltd

### Job ID

1513523

### Industry

Business Consulting

### Job Type

Permanent Full-time

### Location

Tokyo - 23 Wards

### Salary

Negotiable, based on experience

### Refreshed

January 21st, 2025 18:00

## 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

Our client is a Japanese Trading company.

### JOB RESPONSIBILITIES

#### ADMINISTRATION:

- Arrange car schedules and rent cars for the office
- Book flight tickets and hotels;
- Order stationery and office supplies;
- Send letters and samples domestically and internationally;
- Store invoices and make payments, stamp documents;
- Handle problems that arise regarding damaged equipment in the office;
- Submit labor documents (visa, temporary residence card, work permit);
- Check and implement contract extension;
- Register goods entering and leaving the office;
- Prepare supplies and equipment for new employees;
- Support administrative work, submit documents to state agencies;
- Other tasks assigned by the supervisor.

ACCOUNTING:

- Check payment and post into the bank system;
- Store input invoices and post into the Accounting system;
- Post bank transactions;
- Run allocation and depreciation; reconcile data with Trial balance;
- Prepare VAT, FCT reports;
- Other tasks assigned by the supervisor.

**JOB REQUIREMENTS**

- Graduate university
- Have good at English communication skill
- Experience and skill for admin and accounting
- Experience of Japanese company is better
- Joining date after Tet holiday at least

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform you that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACVN

#cityhcm

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Company Description