



## PR/158469 | Thai Speaking Accounts Payable

### Job Information

**Recruiter**

JAC Recruitment Malaysia

**Job ID**

1515592

**Industry**

Chemical, Raw Materials

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

January 28th, 2025 00:00

### 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 and Job Overview

A multinational manufacturing company located in Shah Alam is looking for a skilled and experience candidate with high proficiency in business level Thai language. The successful candidate will play a key role in providing support in accounts payable matters such as handling invoices, managing employee travel and expense claims, and processing payments.

#### Job Responsibilities

- Accurately process and validate vendor and intercompany invoices (vendor from Thailand, supporting Thailand market), credit notes, and down payment requests within KPIs.
- Process and validate employee travel and expense claims according to audit rules and tax regulations.
- Respond to customer needs promptly and build strong relationships through effective collaboration with Finance, Purchasing, and other entities.
- Stay updated on accounting and tax regulations, maintain detailed knowledge of relevant SAP modules, adhere to

compliance requirements, and implement internal audit recommendations.

#### Job Requirements

- Proficiency level (read and speak) in Thai required for invoice translation from Thai to English.
- Open to fresh graduate in Bachelor's Degree, or those with accounts payable experience will be an advantage.
- Able to work onsite in Shah Alam office, Monday to Friday.
- To be considered for this role, the relevant rights to work in Malaysia are required. Candidates who require work pass need not apply.

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 that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACMY

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#### Company Description