

Finance Assistant

Finance Assistant

募集職種

人材紹介会社

マイケル・ページ・インターナショナル・ジャパン株式会社

求人ID

1487284

業種

その他

雇用形態

派遣

勤務地

東京都 23区

給与

250万円

更新日

2024年07月26日 10:22

応募必要条件

キャリアレベル

新卒・未経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Responsible for overseeing the day-to-day activities of the financial department. Tasks such as inputting data into the system and maintaining financial records are part of the responsibilities

Client Details

The corporation is a conglomerate that specializes in digital communications technology and operates on a multinational scale.

Description

- Daily management of financial documents (electronic and paper)
- Confirmation of receipt of archived documents;
- Loan, inventory management, disposal management;
- Document management and operational reporting;

- Management of paper documents in and out, maintenance of storage information, etc. including

Job Offer

- Long term Haken
- Opportunity to work at global company
- Competitive salary
- 8 hours of work per day

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Andrew Sakashita.

スキル・資格

- Proficient in office software such as Word, Excel, and PowerPoint, and capable of data processing and data analysis.
 - Persons with good communication skills, clear logical thinking, and understanding, and have work experience in positions related to financial management
 - Preference will be given to those who have basic knowledge of finance and have finance-related qualifications (accounting qualifications, etc.)
 - Serious, proactive, attention to detail, and responsible.
 - Language skills: Chinese, Japanese, and English business level
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会社説明

The corporation is a conglomerate that specializes in digital communications technology and operates on a multinational scale.