

## BPC Assistant Temp

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## 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

1492055

## 業種

小売

## 雇用形態

派遣

## 勤務地

東京都 23区

## 給与

250万円

## 更新日

2024年08月30日 10:33

## 応募必要条件

## キャリアレベル

中途経験者レベル

## 英語レベル

日常会話レベル

## 日本語レベル

流暢

## 最終学歴

大学卒：学士号

## 現在のビザ

日本での就労許可が必要です

## 募集要項

Reviewing expense reimbursement vouchers involves processing billing and payment applications through the in-house system.

## Client Details

A luxury fashion brand that focuses on leather products, apparel, fragrances, and various fashion accessories.

## Description

- Checking expense reimbursement vouchers
- Billing processing and payment applications (using in-house system: Rakuraku Clearing)
- Administrative and support work within the department: preparation of various application forms, obtaining approvals, filing.
- Checking of stock adjustment vouchers and vouchers

## Job Offer

- Possible work from home

- Long term haken
- Competitive salary

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

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#### スキル・資格

- At least 2 year's experience in accounting is desirable (applicants without experience but with ambition are also welcome).
  - Experience in an admin role, such as retail assistant, is also welcome.
  - Must be able to work accurately and quickly and have good communication skills
  - Excel skills (Vlookup, Sumif, Pivot Table)
  - Language: English skills a plus
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#### 会社説明

A luxury fashion brand that focuses on leather products, apparel, fragrances, and various fashion accessories.