



Accounting and Administration Team Member

募集職種

採用企業名
MTJ株式会社

求人ID
1503349

業種
旅行・観光

会社の種類
中小企業 (従業員300名以下) - 外資系企業

雇用形態
正社員

勤務地
東京都 23区, 港区

給与
経験考慮の上、応相談

更新日
2024年12月27日 09:00

応募必要条件

職務経験
3年以上

キャリアレベル
中途経験者レベル

英語レベル
ビジネス会話レベル

日本語レベル
流暢

最終学歴
専門学校卒

現在のビザ
日本での就労許可が必要です

募集要項

MTJ CO. LTD. is a renowned travel agency in Tokyo, celebrated for crafting exceptional tailor-made travel experiences for clients across the globe. We are specialist to create tours for European and North America clients.

We are seeking a dedicated professional to join our Accounting and Administration team.

Primary Responsibilities:

- In charge of customer and supplier invoicing
- Preparation of accounting documents
- Collaborate with colleagues to liaise with suppliers and customers regarding financial matters.
- Invoices payment by banking system

Benefits:

- A salary that reflects your skills and experience
 - Opportunities for professional growth within a successful travel agency.
 - Dynamic and multicultural work environment.
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スキル・資格

Requirements:

- Fluency in Japanese and English at the business level.
 - Previous experience in an accounting administration role for more than 2 years in Accounting or Bookkeeping level 2
 - Knowledge of local tax laws and accounting regulations
 - Excellent communication skills and the ability to thrive in a multicultural environment.
 - Strong problem-solving abilities and a commitment to teamwork.
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会社説明