

MichaelPage

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Senior Accountant and General Affairs

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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

1508310

業種

電気・電子・半導体

雇用形態

正社員

勤務地

東京都 23区

給与

500万円 ~ 800万円

更新日

2024年12月09日 15:51

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

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

日本での就労許可が必要です

募集要項

Bring in your skills and experience in accounting and embrace new experience in general admin and HR as the company's 'Senior Accountant and General Affairs'! The company offers excellent work-life balance with hybrid work up to 2 days working from home and average overtime of 20 hours)

Client Details

This company is a leading player in the semiconductor industry, specializing in the design, manufacturing, and distribution of advanced microchips and integrated circuits. Their products are crucial for various applications, including consumer electronics, automotive, industrial automation, and telecommunications.

With a robust R&D division, the company continually innovates, pushing the boundaries of technology to develop smaller, faster, and more efficient chips. They maintain a global presence with state-of-the-art manufacturing facilities and offices in key markets around the world.

Their commitment to sustainability and ethical practices is evident in their operations, with initiatives aimed at reducing environmental impact and enhancing corporate social responsibility. The company's workforce is highly skilled, with a culture that emphasizes collaboration, continuous learning, and excellence.

Overall, this company is recognized for its cutting-edge technology, quality products, and significant contributions to the advancement of the semiconductor industry.

Description

- Journal entry input, accounts receivable/accounts payable management.
- Creation and management of financial reports and general ledgers in ERP.
- Preparation and storage of accounting documents and supporting documents.
- Coordination with head office accounting department for end-of-year financial statements and audits.
- Collaboration with external accounting firms for tax return filing.
- Assist in personnel management, general affairs, and legal affairs.

Job Offer

- Complete social insurance coverage (health insurance, employee pension, employment insurance, workers' compensation insurance).
- Commuting allowance
- Retirement benefits and long-service awards.
- Opportunities for remote work (up to 2 days a week working from home).
- Paid vacation: 20 days per year (with separate regulations for the first year of employment).
- Great salary package up to 8M

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Yaya Vichitranon at +81 3 6832 8668.

スキル・資格

- At least 3 years of accounting experience.
- Excellent time management and multitasking abilities.
- Strong interpersonal communication skills and a service-oriented approach.
- Ability to work autonomously and take on new challenges, especially in human resources.
- Proficiency in Microsoft Excel, Microsoft PowerPoint (creating manuals), and web conferencing tools.
- Business English
- Japanese: Native level or equivalent to Japanese Language Proficiency Test N1.

会社説明

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