



## PR/158344 | Payroll & Admin Officer

### 募集職種

#### 人材紹介会社

ジェイエイシーリクルートメントマレーシア

#### 求人ID

1512426

#### 業種

監査・税理士法人

#### 雇用形態

正社員

#### 勤務地

マレーシア

#### 給与

経験考慮の上、応相談

#### 更新日

2025年03月05日 07:00

### 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

ビジネス会話レベル

#### 最終学歴

短大卒：準学士号

#### 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

#### JOB DESCRIPTION

- Provides administrative support including documentation filling and processing
- Maintains physical and e-filing systems
- Prepare sales report
- Assist online banking payment
- Responsible for the submission to SSM, EPF, SOCSO, DBKL, other authority, etc
- Liaise with bank for open bank account document
- Any other ad-hoc task as assign

## JOB REQUIREMENTS

- Strong attention to detail and good analytical skills
- Verbal and written communication skills in English, Bahasa, and Mandarin
- Works closely with other administrative staff and supports other colleagues as needed.
- Ability to work well independently and in collaboration with others
- Works with sensitive information with discretion to maintain confidentiality and security and ensure compliance with privacy policies and regulations.
- Ability to work well under pressure and navigate multiple deadlines.
- Familiarity with standard office platforms, such as Microsoft Office, excel and QuickBooks
- Time management, multitasking, and flexibility
- Candidates must possess at least Diploma in any field.
- Fresh graduates are welcome.

#LI-JACMY

#StateKL

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会社説明