



PR/094259 | Accounting cum Admin

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1513523

業種

ビジネスコンサルティング

雇用形態

正社員

勤務地

東京都 23区

給与

経験考慮の上、応相談

更新日

2025年02月18日 13:01

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

COMPANY OVERVIEW

Our client is a Japanese Trading company.

JOB RESPONSIBILITIES

ADMINISTRATION:

- Arrange car schedules and rent cars for the office
- Book flight tickets and hotels;
- Order stationery and office supplies;
- Send letters and samples domestically and internationally;
- Store invoices and make payments, stamp documents;
- Handle problems that arise regarding damaged equipment in the office;
- Submit labor documents (visa, temporary residence card, work permit);
- Check and implement contract extension;
- Register goods entering and leaving the office;
- Prepare supplies and equipment for new employees;
- Support administrative work, submit documents to state agencies;
- Other tasks assigned by the supervisor.

ACCOUNTING:

- Check payment and post into the bank system;
- Store input invoices and post into the Accounting system;
- Post bank transactions;
- Run allocation and depreciation; reconcile data with Trial balance;
- Prepare VAT, FCT reports;
- Other tasks assigned by the supervisor.

JOB REQUIREMENTS

- Graduate university
- Have good at English communication skill
- Experience and skill for admin and accounting
- Experience of Japanese company is better
- Joining date after Tet holiday at least

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform you that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACVN

#cityhcm

会社説明