



PR/158469 | Thai Speaking Accounts Payable

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

1515592

業種

化学・素材

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01月28日 00:00

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

Company and Job Overview

A multinational manufacturing company located in Shah Alam is looking for a skilled and experience candidate with high proficiency in business level Thai language. The successful candidate will play a key role in providing support in accounts payable matters such as handling invoices, managing employee travel and expense claims, and processing payments.

Job Responsibilities

- Accurately process and validate vendor and intercompany invoices (vendor from Thailand, supporting Thailand market), credit notes, and down payment requests within KPIs.
- Process and validate employee travel and expense claims according to audit rules and tax regulations.
- Respond to customer needs promptly and build strong relationships through effective collaboration with Finance, Purchasing, and other entities.
- Stay updated on accounting and tax regulations, maintain detailed knowledge of relevant SAP modules, adhere to

compliance requirements, and implement internal audit recommendations.

Job Requirements

- Proficiency level (read and speak) in Thai required for invoice translation from Thai to English.
- Open to fresh graduate in Bachelor's Degree, or those with accounts payable experience will be an advantage.
- Able to work onsite in Shah Alam office, Monday to Friday.
- To be considered for this role, the relevant rights to work in Malaysia are required. Candidates who require work pass need not apply.

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 that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACMY

会社説明