



PR/094565 | Account and Administrative Officer

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1523177

業種

化学・素材

雇用形態

正社員

勤務地

ベトナム

給与

経験考慮の上、応相談

更新日

2025年02月25日 10:14

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

Our client is a company in Food industry

Job Responsibilities

- Manage day-to-day office operations, including office supplies, filling systems, and correspondence
- Handle daily administrative tasks such as phone answering and courier arrangements
- Oversee HR processes, including onboarding and offboarding
- Liaise with IT vendors
- Prepare and process sales invoices, bank receipts, and payment vouchers
- Manage AP and AR
- Perform monthly bank reconciliations and maintain accurate ledgers
- Monitor expenses to ensure alignment with budget and company policies
- Coordinate with bankers, accounting firms, and other vendors

- Handle full set of accounts
- Process orders and arrange delivery schedules
- Liaise with freight forwarders, transporter, and clearing agents for cargo dispatch and import
- Arrange samples for customers

Job Requirements

- 3-5 years of experience in administrative support, accounting, or logistics
- Strong verbal and written communication skill in English
- Strong organizational and multitasking abilities
- Proficiency in Microsoft Office and accounting software

#LI-JACVN

会社説明