



PR/158645 | Accounts & Admin Manager

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

1525972

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04月22日 05:00

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

One of the trading companies is hiring Accounts & Admin Manager to oversee both financial and administrative functions within the organization and does not limit to ensure timely accounting reporting, smooth operations in HR and admin matters.

Job Responsibilities

Lead the department functions such as Finance & Accounts / IT / General Affair / HR / Sales Administration.

Plan and coordinate administrative procedures and systems and devise ways to streamline processes.

Recruit and train personnel and allocate responsibilities.

Provide coaching and guidance to ensure maximum efficiency.

Ensure the smooth and adequate flow of information within the company to facilitate other business operations.

Monitor costs and expenses to assist General Manager in budget preparation.

Ensure operations adhere to policies and regulations.

Job Requirements

At least 10 years of working experience in Accounting, Finance, HR or other related fields inclusive at least 3 years in managerial level.

In-depth understanding of office management procedures and departmental and legal policies.
Familiar with financial and facilities management principles.
An analytical mind with problem-solving skills.

Excellent organizational and multitasking abilities.
Willing to work at KL city center.

#LI-JACMY

会社説明