



PR/094371 | Administrator & Accounting Executive

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1504843

Industry

IT Consulting

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 11:12

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Responsibilities:

1. Assist in reviewing contracts and managing contract renewals (e.g., office insurance, medical insurance etc.)
2. Support office maintenance in terms of administration and coordination with building management/landlord
3. Handle office administrative duties and any other ad hoc duties assigned
4. Handle daily accounting functions (managing company accounts payable and receivable)
5. Ensure compliance on all local labor laws, and best practices and being familiar with relevant processes
6. Creating and processing invoices (customer/vendor) and ensure that accuracy
7. Liaise with salesperson (s) to follow up with customers on overdue payments
8. Inputting the transaction into the accounting system
9. HR matters (CPF payment and posting of job advertisements when required)
10. Handle any ad hoc tasks as assigned by management

Requirements:

1. At least 3 years of administrator working experience
2. Work experience in start up is highly preferred
3. Meticulous with excellent interpersonal and communication skill

If you are interested in this role, please click on Apply Now or alternatively, email your updated resume with your availability

and expected salary to tiffany.wong@jac-recruitment.com OR corpsvcs.sg@jac-recruitment.com.

Please note that only shortlisted candidates will be contacted, thank you.

JAC Recruitment Pte. Ltd. EA Licence Number: 90C3026

Personnel Registration Number: R22110815

Wong Sook Leng

Company Description