



JAC Recruitment

We are recruitment specialists around the globe

Singapore



PR/094371 | Administrator & Accounting Executive

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シンガポール

求人ID

1504843

業種

ITコンサルティング

雇用形態

正社員

勤務地

シンガポール

給与

経験考慮の上、応相談

更新日

2024年11月19日 11:12

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

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

会社説明