



PR/094319 | Accounts and Admin 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

1509619

業種

監査・税理士法人

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12月11日 18:11

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

Headquartered in Singapore, our client in consulting industry has presence in 5 countries. As part of expansion, the team is looking for an Accounts and Admin Executive. This role will report to Admin Manager directly.

RESPONSIBILITIES

- Support month end closing and work closely with outsourced accountant
- Maintain and update financial records such as accounts payable, accounts receivable, general ledger
- Support invoice process using XERO system
- Prepare internet banking fund transfer and payment
- Support payroll processing

- Support government paperwork
- Help to ensure smooth business daily operation

REQUIREMENTS

- Diploma/Degree in Business or equivalent
- Proficient in XERO preferred
- Basic knowledge in accounting is required. On-the-job training will be provided
- Proficient in Google Sheets, Documents and Slides preferred
- **Candidates with 1-3 years working experience welcomed to apply**

If you are interested in the role, please send your updated resume to kherxin.tan@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: R22106334

Tan Kher Xin

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#countrysingapore

会社説明