



Chasen Logistics Services Limited

Chasen, one of the leading logistics service provider, specializing in equipment relocation is inviting suitably qualified candidates to join its growing team.

Account Assistant

West - Jurong

Responsibilities & Duties:

- Ensure timely and accurate billing to customers. (Follow-up with customers on over-due payment and prepare weekly collections and monthly trade debtors aging reports.)
- Prepare monthly balance sheet schedules.
- Process supplier invoices, verify accuracy, and ensure proper approvals.
- Prepare and process payments (e.g., bank transfers, cheques) in a timely manner.
- Reconcile supplier statements and resolve discrepancies.
- Maintain proper filing and documentation of financial records.
- Assist in monthly closing activities and AP/ AR reporting
- Monitor aging reports and follow up on outstanding invoices
- Liaise with vendors and internal departments on payment-related matters
- Ensure compliance with company policies and accounting standards
- Assistant in quarterly GST returns.
- Assist in any Ad-Hoc matters as assigned.

Requirements & Qualifications:

- ITE qualification in Accounting or equivalent.
- Meticulous, collaborative and able to complete tasks in a timely and accurate manner.
- Able to work independently with minimum supervision.
- Able to start work immediately is preferred.
- Fresh graduates are welcome to apply as well

If you're interested in becoming part of Chasen, please email your detailed resume stating your qualifications, experience, expected remuneration and contact number(s), with a recent photograph to:

The HR Department
Chasen Logistics Services Limited
18, Jalan Besut, (Off Jalan Terusan)
Singapore 619571
Email: hr.recruit@chasen-logistics.com

** All applications will be treated in strict confidence, we regret that only shortlisted candidates will be notified*