

CHASEN TRANSPORT LOGISTICS CO.,LTD

Job Title: General Accountant

Location: Ho Chi Minh

No. of Vacancies: 1

Responsibilities & Duties:

Perform activities of company personnel under the direction of Chief Accountant

1. Accounts Payables: Ensure compliance, validity and completeness of payment documents; timely and on-time payment, accurate and timely recording of arising transactions
2. Tax- Prepare statutory tax declaration VAT
3. General task- inventory, running monthly prepaid, fixed assets transaction, Reconciliation account balance from AP, Bank, inventory
4. Other ad-hoc tasks assigned by Line Manager

Requirements:

- Bachelor's Degree or equivalent.
- Have good knowledge of the law of VAS * IFRS accounting
- Excellent verbal and written communication skills, including ability to effectively communication with internal and external customers.
- Know English is an advantage.
- Excellent computer proficiency (MS Office-Word, Excel and Outlook)
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignment to completion within parameters of instructions given, prescribed routines and standard accepted practices.
- A careful, responsible person who is stable and committed to long-term employment
- Self-motivate, good attitude and able to work as a team

If you are keen to the above position, please email a detailed resume, together with a recent passport-size photograph with current and expected salary to hr.recruit@chasen-logistics.com .

(All applications will be in strict confidence. We regret that only short-listed candidates will be notified.)