

REI PROMAX TECHNOLOGIES PTE LTD

Job Title: ACCOUNT ASSISTANT

Location: Kallang, Singapore.

No. of Vacancies: 1

Responsibilities & Duties:

- Support daily accounting matters basic payroll admin matters.
- Assist in AP / AR.
- Monthly reconciliation of inter-company balances.
- Preparation and submission of GST reports on a quarterly basis.
- Assistance in HR admin role, such as collection of leave form, TMS updating and coordination with HR etc.
- Ad-hoc analysis and reports.

Requirement:

- Able to work independently and a team player.
- Knowledge of MYOB accounting will be an added advantage.
- Proficiency in both English and Mandarin will be added advantage to liaise with Mandarin speaking associates.
- Proficient in Microsoft Office applications.
- Able to meet tight deadlines and prioritize task.
- 5½ days work week (Alternate Saturday).
- Fresh Accounting graduate are welcomed to apply.

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 george.fu@promax.sg

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