

Career Opportunities - Job Listings

<u>Job Title</u>	<u>Job Type</u>	<u>Pre-requisites</u>	<u>Salary Range</u>	<u>Remarks</u>
Accountant	<ul style="list-style-type: none"> • Ensure compliance with financial statutory reporting and recording requirements. • Ensure timely preparation of monthly financial reports, consolidation of accounts, and management reporting. • Review monthly financial results and perform analytical reviews • Manage payment approval process • Manage the cash flow of the companies • Review the adequacy of internal controls in existing processes and procedures. • Liaise with external auditor and tax agent • Handle taxation matters of the companies • Involve in ad-hoc projects • Supervise, provide guidance to accounts supervisors and assistances 	<ul style="list-style-type: none"> • Bachelor of accountancy or equivalent • 2-3 years relevant working experience. Fresh graduates are welcome to apply for Junior Accountant post. • Navision knowledge is an advantage • Familiar with Microsoft Office applications • Good working knowledge on tax / GST / accounting • Meticulous and posses good leadership skills • Good verbal & written communication skills in English and Mandarin 		
Accounts Assistant	<ul style="list-style-type: none"> • Maintain partial and / or full sets of accounts • Issues Cheques, remittance and data entry into accounting system • Prepare schedules, bank / inter-company reconciliation 	<ul style="list-style-type: none"> • LCCI / Diploma in Accounting or its equivalent • 1-2 years of relevant working experience preferred • Proficient with Microsoft Office 		

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	<ul style="list-style-type: none"> • Other ad-hoc duties as required • Liaising with auditors, relevant authorized and business associates. 	<ul style="list-style-type: none"> • Working knowledge of Navision preferred • Meticulous, responsible and self motivated • Good communication and interpersonal skills • Able to commence work immediately or within short notice 		
Admin Assistant	<ul style="list-style-type: none"> • Work Injury Compensation Claim • Group Surgical & Hospitalisation and Medical Insurance Claim • Traffic Accident reporting & case follow-up • Fixed Assets (Blasting Pot, Compressor, Forklift, LM Eq) • Any other Admin duty 	<ul style="list-style-type: none"> • Min. 'O' Level 		<u>1</u> Vacancy
Trainee Supervisor	<ul style="list-style-type: none"> • Assist in execution of daily production activities & deployment of workforce and performing site commercial documentation • Any other relevant duties 	<ul style="list-style-type: none"> • ITE 		<u>5</u> Vacancies