

Account Clerk

Responsibilities

- Perform daily accounting routines, including accounts payable or accounts receivable function, treasury management, book keeping and etc.;
- Assist in month-end closing procedures including preparation of supporting schedules;
- Other ad hoc assignments as requested.

Requirements

- Diploma in Accountancy or equivalent. University graduate in accounting field is an advantage
- Minimum 2 years relevant experience in accounting field
- Experience in engineering industry is an advantage
- Detail-minded, organized, responsible and good communication skills
- Proficient in MS Office and accounting software
- Immediate available is preferred
- Working Hour: 5.5 days (Monday to Saturday) with incentive alternative Saturday
- Bank Holiday

We offer competitive remuneration package to the right candidate. Interested parties please send full resume with current and expected salary, and availability by sending to hr@shunhingeng.com.

All Personal data collected will be used for recruitment purpose only.