

## Accounts Assistant @ Jurong West

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Company: HR Focus

Location: India

Category: office-and-administrative-support

### Job Description

**Working Hours** Mon-Fri 8.15am-6pm

**Working Location** Joo Koon Crescent (8 mins walk from MRT)

**Industry** Manufacturing & Service Provider

**NO QUOTA FOR WORK PASS**

### Responsibilities:

Assist to handle partial accounts, ensure transactions are recorded accurately and promptly.

Data entry of transactions.

Prepare payment vouchers & cheques.

Monitor and follow-up with customers on overdue accounts and arrange for debts collection.

Liaise with vendors.

Other ad-hoc accounting duties as assigned.

### Requirements

Min Higher Nitec in Accounting

Able to start work within short notice

### To Apply:

Please attach your resume **WORD** with the following information :

Reason for leaving last/ current employment

Last drawn salary

Expected salary

Notice period

(We regret that only shortlisted candidates will be notified)

### Requirements

Able to start work within short notice Positive working attitude Willing to learn

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