

刊登日期：2019年3月5日  
空缺編號：1902/J037



公司名稱：EUROGROUP FAR EAST LTD.

空缺名稱：Accounting Assistant

公司性質：商業

工作性質 / 工時

空缺數目：

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- Ensure timely data processing, including checking and recording of suppliers' invoices and ensure payments are made according to company policies. Process accruals and journal vouchers in a sensible way
- Ensure timely payments to avoid aged creditors
- Full Time 工作地區：TST

### 入職條件

- 學歷要求：Diploma in Accounting / LCC Higher or above
  - 工作經驗：2 years relevant experience at similar capacity
  - 其他要求：Sound knowledge on basic accounting concepts and PC skills
  - Self-motivated, strong sense of responsibility, and detail-oriented
  - Good command of written and spoken English and Chinese
- Practical experience on Flex Accounting System would be an advantage

### 薪酬及福利

- 其他福利：We offer competitive remuneration package and fringe benefit to the right candidates. The successful candidates will be employed on a 6-months full time contract basis, which is renewable to permanent status subject to appointee's performance and Company

如閣下對以上職位有興趣，歡迎到本會櫃位或使用「[網上登記表](#)」登記。

