

OJ Ability

Accounts Assistant – International Corporation on Luxury Goods

Highlights

- ✓ Providing accounting support
- ✓ Great opportunity to join an International Corporation on Luxury Goods at an exciting period of growth
- ✓ Part Time – Excellent Benefits
- ✓ 6 months contract

Job Responsibilities

- Conduct receivable activities in the accounting shared services in timely fashion
- Actively monitor and handle sales audit in inventory system, sales matching and bank clearing
- Assist in daily sales reconciliation with counterparties
- Perform daily accounting duty and related ad hoc assignment

Requirements

- Associate degree/ Diploma holder in accounting
- Fresh graduate will also be considered
- Proficient in MS Office and familiar with SAP accounting system would be highly preferable
- Independent professional who obsessed about details and execution excellence.
- Strong writing and communication skills in Chinese and English.
- Role-modelling teamwork, collaboration, and execution within and across teams. Identify and resolve issues on a timely manner.
- Operational excellence - continually look for improvement and take ownership for responsibilities assigned.
- Application Method: Send your CV directly to OJAbility@oliverjames.com or WhatsApp 6974 7288 by 18th December, 2022.