

**ADMINISTRATIVE / FINANCE ASSISTANT (1 pax)**

**OFFER SALARY : RM 2,000.00 – RM 2,300.00**

**Job Descriptions**

- Handling office tasks.
- Manage day to day operations.
- Performs basic office support functions such as: Data entry, filing, mail distribution, supply ordering, keeping printers stocked with paper, and record keeping.
- Receive and process various financial instruments such as invoices, deposits, adjustments, and budget documentation.
- Creates invoices and tracks receivables.
- Daily receivables and invoice payment reconciliations.
- Monthly receivables reconciliation and outstanding warrants tracking.
- Annual audit preparation and documentation gathering for financial and payroll activities.
- Supporting Operation Manager.
- Provide technical assistance.
- Effectively handle multiple assignments in a dynamic environment.

**Requirements**

- 3-5 years of working experience in related field.
  - Desire to be proactive and create a positive experience for others.
  - Computer literate skills in MS Office, Excel, Power Point and Photoshop are an additional.
  - Good communication skills both spoken and written English and Bahasa Malaysia.
  - Candidate with a Certificate/ Diploma/ Bachelor's Degree in IT/ Engineering field will be an advantage.
  - Ability to work with confidential information.
  - Responsive, professional and courteous.
  - Flexible multitasking and self-motivated.
  - Able to work under minimal supervision.
  - Fresh graduated are welcome to apply.
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- Available to start work in January 2021 .