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POSITION	REQUIREMENT & JOB SCOPE
ACCOUNT EXECUTIVE	• Diploma/ Equivalent (Accounting) / CAT/ACCA or equivalent. • Experience: 2 – 3 years of relevant accounting experience includes taxation. • Proficiency in Microsoft Office: Microsoft Excel (Pivot, V-Lookup) & Word. • Added advantage: AutoCount / Microsoft Dynamics 365 **Job Scope:** • Perform data entry for AP invoices and petty cash in AutoCount system. • Assist with bank reconciliation and AP statement reconciliation. • Prepare accrual listings and process payments, including issuing cheques. • Handle staff mileage claims and verify delivery orders (DO). • Conduct monthly stock checks and manage online financial documents. • Perform other ad-hoc duties as assigned.

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Info Jawatan

POSITION	REQUIREMENT & JOB SCOPE
HUMAN RESOURCE ASSISTANT	• Diploma/ Equivalent (Human Resource). • Experience: 1 -2 years of relevant experience (expatriate/ foreign worker & taxation) Proficiency in Microsoft Office: especially Microsoft Excel (Pivot, V-Lookup) & Word. • **Job Scope:** • Manage foreign worker matters including recruitment, documentation, permit renewal, and liaison with authorities. • Handle HR administrative tasks such as employee records, filing, and documentation. • Assist with payroll processing including attendance, salary calculation, and allowances. • Prepare HR-related tax documents and support tax submissions. • Maintain and update employee data in HR systems. • Prepare HR reports and ensure compliance with company and labour regulations. • Provide general administrative support to the HR department.

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