



## Assistant, Finance

### Responsibilities:

- Assist in accounts payable and receivable
- Assist in daily banking
- Performs Accpac accounting transactions
- Performs ad-hoc job related duties when assigned

### Requirements:

- Minimum GCE O levels / LCCI / CAT
- PC literate and good in MS Excel
- Candidate with Accpac experience is a plus

### Additional:

- Transport provided at Yew Tee MRT
- 5.5 work week (Alt Sat)

Please submit your detailed resume with a recent photo, current and expected salary to:

[hr.admin@tak.com.sg](mailto:hr.admin@tak.com.sg)

*We regret to inform that only short-listed candidates will be notified.*

*Office located at: 41 Sungei Kadut Ave Singapore 729665*