



Employment Placement Service

Posting Date:	2 March 2018
Company Name:	AIAS Global Group – Health Dynamix Holistic Centre
Job Title:	Clinic Accountant and Administrator
Qualification Required:	<ul style="list-style-type: none">➤ HKIAAT Associate Member / Fellow Member;➤ Graduate of Accredited Accounting Technician (AAT) Examination /Professional Bridging Examination (PBE);
Other Requirements:	<ul style="list-style-type: none">➤ Diploma Holder or above;➤ Patient, hardworking, attentive to details and able to work independently;➤ Good communication skills and passionate towards the holistic healthcare profession;➤ Good PC skills in Microsoft Word, Excel, PowerPoint and Photoshop;➤ Good command of both spoken and written English, Chinese and fair Mandarin;➤ Immediate available is highly preferable
Working Experience:	At least 2 years accounting and admin. experience (knowledge or experience from healthcare or clinical services will be advantage)
Job Duties:	<ul style="list-style-type: none">➤ Handle full set of accounts (online accounting system training will be provided) and basic company secretarial documents;➤ To set up and take charge of the administrative system for the group;➤ To assure the efficiency and compliance of the company administrative policies;➤ Budgeting and related financial management
Salary:	HK\$15,000 – HK\$19,999
Leave and Other Fringe Benefits:	5 days week, quarterly bonus and excellent career prospect
Mode of Application:	president.aias@gmail.com
Contact Person:	Dr. Desmond Chan
Enquiry Number:	97874817

**The recruitment information is provided by the above company. Interested parties please contact the company direct for application or more details of the position. The HKIAAT will not be held responsible for the recruitment and the information provided.*

