



Employment Placement Service

Posting Date:	23 March 2018
Company Name:	Pico International (HK) Limited
Job Title:	Accounting Assistant / Clerk (Job Ref. No: ACC01)
Qualification Required:	HKIAAT Associate Member / Fellow Member
Other Requirements:	<ul style="list-style-type: none">➤ Higher Diploma or above in Accounting or related disciplines;➤ Proficient in MS Office;➤ Fair written and spoken English;➤ Initiative, strong sense of responsibility and team spirit;➤ Detail-oriented, able to work under pressure and meet deadlines.
Job Duties:	<ul style="list-style-type: none">➤ Responsible for general accounting duties and clerical works;➤ Handle petty cash and treasury function;➤ Handle month-end closing and bank reconciliation;➤ Prepare reports and payment checklists;➤ Other ad hoc assignments.
Working Experience:	1 - 2 years work experience in Finance/Accounting field
Salary:	HK\$10,000 – HK\$14,999
Leave and Other Fringe Benefits:	Five-day work week; Medical insurance; Performance bonus; Dental insurance and Free shuttle bus.
Mode of Application:	Applicants may forward a full resume, current and expected salary and job reference number to: By Post: Assistant General Manager, Human Resources, 4 Dai Fu Street, Tai Po Industrial Estate, N.T. By Fax: 2663 1044 By Email: hkreruitment@hk.pico.com (All documents should be in MS Word format)
Contact Person:	Mr. Cliff Tam (2660 4408)
Enquiry Number:	(852) 6695 2140 (24hrs) via "WhatsApp", "Line", "What", "Viber" & "Tango"

**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.*