



## Employment Placement Service

<b>Posting Date:</b>	24 April 2018
<b>Company Name:</b>	International Richway Limited
<b>Job Title:</b>	Accounts Clerk
<b>Qualification Required:</b>	<ul style="list-style-type: none"><li>➤ Graduated student of HKCEE/HKDSE</li><li>➤ Student of Accredited Accounting Technician (AAT) Examination is preferred</li></ul>
<b>Other Requirements:</b>	<ul style="list-style-type: none"><li>➤ Good command of written and spoken Chinese and English;</li><li>➤ Proficient in MS Office and knowledge in MYOB is an advantage;</li><li>➤ Strong sense of responsibility, able to work under pressure and meet tight deadlines;</li><li>➤ Immediate available is highly preferred.</li></ul>
<b>Job Duties:</b>	Handle daily accounting operation including data entry, filing, issuing cheques, etc.
<b>Working Experience:</b>	Minimum 2 years' relevant working experience
<b>Salary:</b>	HK\$9,000.00 to HK\$11,000.00
<b>Leave and Other Fringe Benefits:</b>	<ul style="list-style-type: none"><li>➤ 5 days work</li><li>➤ Bank Holidays</li><li>➤ Medical Insurance</li><li>➤ Working location at Sheung Wan</li></ul>
<b>Mode of Application:</b>	cv.irl@yahoo.com
<b>Contact Person:</b>	Ms. Leung

*\*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.*