



Employment Placement Service

Posting Date:	29 June 2018
Company Name:	Kwan Tai Engineering Company Limited
Company Information:	<p>Kwan Tai Engineering Co., Ltd (Kwan Tai) is a building materials contractor providing building materials and the relevant installation services mainly in Hong Kong. We are the member of Twintek Group (stock code: 6182). We have participated in a variety of projects from both private and public sectors, including residential developments, commercial developments, institutional and Government projects.</p> <p>You can visit our website at http://www.kwantaieng.com to get more information about our Company.</p>
Job Title:	Accounting Officer
Qualification Required:	Student of Accredited Accounting Technician (AAT) Examination / Professional Bridging Examination (PBE)
Other Requirements:	<ul style="list-style-type: none">➤ Diploma or above in Accounting or other related disciplines;➤ Knowledge of MYOB is preferable; familiar with MS Excel and Word;➤ A good teamwork player with good communication and organization skills;➤ Fluent in both spoken and written English and Chinese;➤ Immediate available is preferred;➤ Location: Quarry Bay.
Job Duties:	<ul style="list-style-type: none">➤ Handle daily accounting transactions, bank reconciliation, filing and data input;➤ Prepare vouchers, cheque and bank forms;➤ Issue debit and credit notes to suppliers / customers;➤ Assist Senior Accounting Officer on month-end closing;➤ Ad hoc assignments as required.
Work Experience:	With 2 years' experience in managing AP, AR and expense claims
Salary	HK\$15,000.00 – HK\$19,999.00 per month
Leave and Other Fringe Benefits:	10 days leave, medical insurance, training subsidiary and performance bonus

Mode of Application: Interest parties please send us your full resume, available date, current and expected salary by email to hr@kwantaieng.com.

Remarks: We are equal opportunity employer and welcome applications from all qualified candidates. Candidates not invited for interview within one month may consider their applications filed for future reference and it will be destroyed after 6 months. All information collected will be treated strictly confidential and only be used for recruitment purpose only.

**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.*