JOB OPPORTUNITY

Data Entry and Finance Clerk

Type of Vacancy : Full Time

Preferred education level (s) : Diploma

Preferred Major (s) : Business

LIM CHAMBERS
林肇杰律师事务所
ADVOCATES & SOLICITORS

Organization details :

Company : LIM CHAMBERS ADVOCATES AND SOLICITORS

Website : https://limchambers.com

Address : 19A, Jalan Sutera Tanjung 8/2, Taman Sutera Utama, 81300, Johor Bahru, Johor Darul Takzim

Job Responsibility :

1. Managing finance data entry
2. Providing support for billing control and administrative duties

Job Requirements and Qualifications :

1. Experience in CoreMatter accounting software, Trello task management tool
2. Basic experience in issuing disbursement and payment vouchers

Benefits :

- ✓ Performance review after probation
- ✓ Salary review for achieving KPIs

Person-in-charge :

Name : Mr.Chew

Contact No. : 013-782 9258

Email : pb.chew@limchambers.com