# JOB OPPORTUNITY

# ADMIN CUM ACCOUNT ASSISTANT

**Type of Vacancy : Full Time, Contract**

**Preferred education level (s) : Diploma, Degree**

**Preferred Major (s) : Business**

Saw & Associates
Chartered Accountants

## Organization details :

Company : SAW & ASSOCIATES
Website : https://www.facebook.com/sawassociate
Address : NO. 83-02 JALAN SAGU 18 TAMAN DAYA 81100 JOHOR BAHRU JOHOR

## Job Responsibility :

1. General office duties
2. Sorting and arranging documents
3. Data key into A/C software

## Job Requirements and Qualifications :

1. Fresh graduate are welcome
2. Responsible, detail-oriented and willing to learn

## Benefits :

- ✓ EPF, Socso and EIS
- ✓ Exam leave
- ✓ Parking allowance
- ✓ Annual bonus
- ✓ Performance bonus
- ✓ Spectacles allowance

## Person-in-charge :

Name : LEW (MR.)
Contact No. : 016-860 2361
Email : sawact18@gmail.com