JOB OPPORTUNITY

Account Executive / Assistant

Type of Vacancy : Full Time

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

Preferred Major (s) : Business

Organization details :

Company : ZKTEL TECHNOLOGY (M) SDN. BHD.
Website : https://www.zktel.com/
Address : 7, JALAN TEMENGGONG 1, KAWASAN PERINDUSTRIAN TEMENGGONG, 81100 JOHOR BAHRU, JOHOR.

Job Responsibility :

1. Handle daily accounting operations.
2. Process invoices, payments, receipts, and other accounting documents.
3. Perform Accounts Payable (AP) and Accounts Receivable (AR) duties.
4. Prepare bank reconciliation.
5. Maintain accurate accounting records and filing.
6. Assist in monthend closing and financial reports.
7. Liaise with customers, suppliers, and other departments when required.
8. Perform other ad hoc duties assigned by management.

Job Requirements and Qualifications :

1. Candidate must possess at least diploma or bachelor's degree in any Finance and Accounting .
2. Fresh graduates are encouraged to apply。
3. Familiarity with SQL Accounting System is an added advantage.
4. Possesses strong interpersonal and communication abilities.
5. Proficiency communication in English, Mandarin, and Bahasa Malaysia. We are seeking candidates proficient in Mandarin to effectively communicate with Mandarin-speaking clients.

Benefits :

✓ Medical & Dental & Optics & Variety Allowance

Person-in-charge :

Name : CHIA YI FANG
Contact No. : 011-6322 1590
Email : hr.my@zktel.com