



## Senior Accounts Clerk / Accounts Clerk

### Description:

- Perform general accounting entries and related matters
- Assist in preparing monthly accounting schedules and reports
- Handle ad-hoc tasks and assignments as required

### Requirement:

- LCCI Level 2 or above
- With 3-5 years relevant experience, preferably in freight forwarding industry
- Candidates with less experience or fresh graduates will be considered for junior post
- Self-motivated, independent, detail-minded, responsible and hardworking
- Good interpersonal and communication skills
- Strong PC skills and proficiency in MS Excel & Words
- Immediately available is preferable

We offer attractive remuneration packages with Bank Holidays, medical insurance, double-pay, discretionary bonus, 12 days' annual leave and excellent career development opportunities to the right candidate. Interested parties please press JOIN US to submit your full resume with expected salary and availability to Human Resources Department.

**Personal data collected will be treated in strict confidential and for recruitment purposes only.**