



Fuji SMBE Industries Pte Ltd
Accounts Executive

Job Responsibilities :

- Enter Financial transactions into internal databases
- Issue delivery order and invoices to customers
- Assist Accounts and Sales & Project Department
- Handle administrative works, filing, etc
- Update project records including budget delivery and project costing
- Ad-hoc job

Job Requirements :

- Minimum Diploma in Accountancy or above
- Familiarity with finance regulations
- At least 1 year of relevant working experience
- Able to manage multiple deliverables and deadlines
- Preferably with HR & Project Coordinator knowledge
- Initiative and the ability to work independently
- Proficient in MS Office