

Dreiheit House International Pte Ltd

(Company Reg. No. 201027432M | GST Reg. No. 201027432M)

7030 Ang Mo Kio Avenue 5 #04-27 Northstar Singapore 569880

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Email: info@dreiheithouse.com | Website: www.dreiheithouse.com



Finance & Administration Executive Dreiheit House International Pte Ltd

Responsibilities :

- Prepare full set of accounts and report to Director
- Closing of year end accounts and liaising with auditor
- Prepare and filling of GST returns
- Prepare and submission of PIC Claims
- Record overall transactions; Input accounting data into the accounting system with speed and accuracy
- Matching invoices to statements and purchase orders to invoices; Receiving and processing invoices, expenses forms and request for payment
- Managing petty cash transactions
- Ad hoc HR duties like apply Work permit; S Pass or Employment Pass for foreigner worker
- Ad hoc Office Administrative
- Perform Receptionist role
- and other administrative duties as required.

At times, you may be required to undertake some duties and responsibilities as deemed necessary to meet the needs of our company's business.

Requirements :

- Singaporean or PR.
- Able to work independently with minimal supervision.
- 1 to 2 years' relevant working experience will be preferred. A fresh graduate will also be considered.

Other Information :

- Job type : full time, permanent.
- 5 days work week, 9am to 6pm.

Only shortlisted candidates will be notified.

Please forward detailed resume with recent photo, indicating reasons for leaving, last drawn salary, expected salary and date of availability in MS Word format to: hr@dreiheithouse.com.