



Accounts Assistant

Employment Type: Contract (Full-time)

Location: 6 Pioneer Sector 1, Singapore 628418

Responsibilities:

- Performing data entry to accounting system
- Prepare pro-forma invoices and tax invoices
- Prepare and match invoices/payments/purchase order/delivery order
- Other ad-hoc admin/account duties

Requirements:

- Proficient in MS Office & accounting software
- Excellent organisational skills
- No experience required

Interested applicants to email your resumes to hr@bakertech.com.sg stating expected salary and earliest possible start date.

We regret to inform that only suitable applicants will be contacted for an interview.