

Accounts & Admin Officer

Link-Pro CPA Limited



Sorry, this job is no longer available

Accounts & Admin Officer

Link-Pro CPA Limited

- Fluent command of Spoken & Written English and Chinese (Cantonese and Mandarin)
- Degree/Diploma holder or above in Accounting or Business Administration with LCCI II or above
- Minimum 1 years related accounting experience
- Proficient in MS Word, Excel & Chinese word processing
- Able to work independently and under pressure
- Must be eligible to work in HK
- Lesser experienced successful candidate will be considered as Assistant Accounts & Admin Officer

Advantageous Skills & Specifications

- Knowledge in Xero Accounting platform
- Company Secretarial experience
- Prior experience of working in a start-up environment
- Candidates with experience in electronics/product development industry preferred

APPLY NOW

Additional Information

Work Exp

1 Year - 5 Years

Job Ref. No.

Link-Pro Admin

Education

Diploma / Certificate

Benefits

13-month pay , 5-day week , Medical plan

Employment Type

Full Time

Languages

Chinese - Cantonese , Chinese - Mandarin , English

Location

Hong Kong Island , Sheung Wan

Job Level

Entry

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Industry

[Accounting / Audit / Taxation](#)

Job Function  
[Administration](#)>[Clerical / Admin / Operation](#)