

Senior Accounts Clerk / Accounts Clerk (Accounts Payable)

Responsibilities

- Provide clerical support and other duties as assigned in the Accounts Payable Team

Requirements

- 5 passes in HKCEE, including English Language (Syllabus B) and Chinese Language
- LCC intermediate or equivalent accounting qualification
- Minimum 2 years of relevant experience, preferably gained in property management company
- Attentive to detail and accuracy
- Good communication and interpersonal skills
- Good command of written and spoken English and Chinese
- Proficiency in PC skills, particularly on MS Word, Excel, PowerPoint and Chinese word processing
- Immediate available is preferred

Candidates with more relevant experience will be considered for the position of **Senior Accounts Clerk**

Remuneration

We offer a 5-day work week and an attractive remuneration package commensurate with qualifications and working experience to the right candidates. Fringe benefits for staff include annual leave, paternity leave, birthday leave, volunteering leave, medical scheme, life insurance, Employee Unit Purchase Plan and performance-based incentives.