

Sing Hua Company Immediate Job Vacancies.

1. Account Assistance/Executive

- Diploma/Degree qualification
- Assist in Business Administration and operations
- Handle accounting related work for the company, create tax invoice, data entry input, etc.
- Able to handle task independently with minimal supervision.
- Fresh graduate are encouraged to apply.

2. Operation Executive/Admin Clerk

- SPM/Diploma/Degree qualification
- Good in written Chinese, Bahasa Malaysia, English
- Computer literate
- Willing to work on Sunday
- Good Interpersonal Skills
- A fast learner and able to handle task independently with minimal supervision

Deadline submission 30 July 2019.

Interest candidates please call 010-2203632 Josephine Wong to arrange for an interview or submit your resume to josie007@gmail.com. Only shortlisted candidate will be notified.