

JOB OPENING: ACCOUNTS & ADMIN EXECUTIVE

**IMMEDIATE, NEAR RED HILL MRT
5.5 DAYS PER WEEK, COMPETITIVE WAGES**

PLIXO Pte Ltd is one-of-a-kind boutique factory in Singapore, with a set of diverse and complementary capabilities that make us recognized by our customers as any of the following: industrial & commercial print shop, laser cutting house, sign-maker, workshop, and more.

With growing business, we are structuring our team accordingly, and are looking for a highly motivated individual to join our company.

JOB TITLE: Accounts & Admin Executive
POSITION: Full time, Immediate
SCHEDULE: 5.5 days per week, Mon – Fri, 9:00am – 6:00pm; Sat, 9:00am – 1:00pm
REMUNERATION: 2,000-3,000 per month [experience-based]
LOCATION: 4th Leng Kee Road, walking distance to Red Hill MRT

POSITION SUMMARY:

PRIMARY RESPONSIBILITIES:

- ✓ Responsible for day-to-day admin and accounting work:
 - Purchases, Receive and spent money data entry
 - Check for discrepancies, resolve billing issues with customers and suppliers
 - Arrange T.T. and cheques payments
 - Follow up on outstanding payments with relevant parties
 - Keep petty cash float
- ✓ Responsible on a monthly basis to:
 - Prepare payroll slips and submit monthly CPF records
 - Generate and send SOA to customers
 - Bank reconciliation, journals and P&L reports
 - Cash flow position, Budget vs Actual
- ✓ Responsible on a quarterly basis to assemble and submit GST returns
- ✓ Assist in the production of annual reports and related documents requested by auditors
- ✓ And more generally, assist management in:
 - Liaising and drafting letters to suppliers, customers, 3rd parties [banks, corp. sec., etc] and relevant authorities
 - Any ad-hoc duties related to the job position

JOB REQUIREMENTS:

- ✓ Prior relevant experience is a plus but not mandatory;
- ✓ Fluent with Windows PC, experience with Microsoft Office [Word, Excel] and MyOB;
- ✓ Good command of both spoken and written English;
- ✓ Able to work individually as well as with team members;
- ✓ Possess good working attitude with great level of attention to detail and focus on given tasks;