

Company Name	Health Care & Co. 保利安公司
Company Website	http://www.healthcarehk.com

Job title	Accounts Clerk / Senior Accounts Clerk
Number of job vacancies	1
Job nature	Accounting / Auditing and Assurance / Tax Services / Financial Advisory Services
Job nature Others	
Job types	Graduate Positions
Work location	Hong Kong
Roles and responsibilities	<ul style="list-style-type: none"> - Handle accounts payable. - Preparation of Journal Vouchers. - Carry out stock take. - Preparation of accounting schedules. - Computer input and general accounting duties. - Perform other ad hoc assignments as required.
Requirements / qualifications	<ul style="list-style-type: none"> -- Tertiary educated, with Diploma or above in Accountancy or student member of Accountancy body. - 1 year relevant working experience. Fresh graduate will also be considered. - Able to handle full sets of accounts. - Good command of spoken and written English, Cantonese and Mandarin. - Proficient in MS office and Accounting Softwares. - Good interpersonal and communication skill. - Fresh graduate will also be considered.
Application Method	<p>We offer attractive salary package, 5-day work week, flexible working hour, discretionary bonus, continuous professional training, medical scheme, staff purchase discount and education allowance etc.</p> <p>Interested parties, please send CV with current & expected salary (is a must) and our ref. no. to hradmin@healthcarehk.com (Attention: Ms. Amy Tang).</p>
Salary / allowance per month	HKD11,000 to HKD16,000
Application Deadline	30 Jun 2019