

## Account Assistant

### Description

- To carry out all necessary functions and work pertaining to accounting.
- To prepare company's full set of accounts.
- To prepare the financial statement in accordance with standard and requirements.
- Perform any other duties as assigned by management from time to time.
- Liase with auditor and tax agent.

### Qualifications

- Candidate must possess Diploma or Degree in Accounting/Finance/others Accounting professional qualification.
- Basic understanding in accounting and book-keeping.
- Computer literate.
- Good personality and positive working attitude.
- Fresh graduates are encourage to apply.
- Applications should be Malaysian citizen.

### Hiring Organization

PCCO Management Services Sdn Bhd

### Employment Type

Full-Time

### Job Location

No 17, Jalan Ipoh Kecil, Kuala Lumpur

### Working Hours

9:00 AM – 5:30 PM