

JOB VACANCY

Work Location	Singapore
Work Address	37 Joo Koon Circle, Jurong, Singapore 629062
Hiring Department	Customer Service
Hiring Position	Accounting and Customer Service Assistant
Employment Type	Full-time
Job Responsibilities	<ul style="list-style-type: none">• Ensure customer's transaction has been record accurately and complete by end of each month.• Monitor special customer transaction and ensure transactions are raise accordingly.• Raise Sundry invoices and Credit note before end month.• Ensure customer invoices are sending out immediately after print to avoid payment delays.• Follow up closely with customers on payment.• Update the collection in the system and ensure collections being deposit into company account.• Raise Purchase Order and Invoice in the AX system.• Check incoming invoices and to prepare the AP voucher.• Prepare GST and submit for approval.• Submit weekly cash flow / update of DSO status and monthly accrual / supporting details.• Take delivery order from client and co-ordinate with trucker for delivery.• Release ECD and RFID Tag to walk in customers.• Acknowledge receipt of goods.• Conduct stock count at depot end of the month.• Solve and Handle customer's enquiry to maintain customer satisfaction.• Participate and support other departments when required on customer related matters.
Job Requirements	<ul style="list-style-type: none">• At least 2 years of working in a Customer Service or in Accounts role.• Able to work independently.• Patience and tolerance in handling difficult situations and customers.• Good team player.

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	<ul style="list-style-type: none">• Provide consistency and focus while being able to prioritise and deliver results in a changing environment• Good interpersonal and communication skills with services minded and positive attitude.• Good computer knowledge, especially in MS Office applications.• Understand and appreciate cross-cultural sensitivity and be able to adapt.
How to Apply	Please send your CV stating the position you are applying for by clicking Apply now 
Application Deadline	30 November 2021
Remarks	<p>For other job openings, please visit our Career page for more details.</p> <p>All information provided by applicants will be treated in strict confidence and used for recruitment purpose only. All personal data of unsuccessful applicants will be retained for 18 months for future recruitment purpose and will then be destroyed.</p>