



香港仔坊會
AKA

職位空缺編號：**AK1702027**

僱主名稱：圓深建築設計有限公司

職位空缺名稱：Accounts Clerk

行業：建造

工作時間：每星期工作 5 天，星期一至五 09:00~18:00 ，輪班輪休

薪酬：月薪\$8,000~11,000

工作地區：灣仔

資歷： - LCCI higher holder / Diploma or above in accounting with minimum 1 year accounting experience

- Proficient in MS Office and MS Word Processing
- Good command of written & spoken Chinese & English
- Good communication, interpersonal skill, self-motivated, organized, committed
- hardworking, and strong sense of responsibility, a critical and analytical mind
- Positive attitude and team spirit
- Possess high level of integrity with good initiative
- Preferably in Construction and/ or consultancy service industries

職責： - Able to handle full set of accounts, accounting reports and management reports
- Assist in ERP system implementation - Assist for other admin and HR works - Handle other ad hoc tasks

備註：有薪年假，強積金，勞工假，銀行假，車費津貼，在職培訓，醫療，
能即時上班者優先

職位空缺：1