

JOB ADVERTISEMENT: JOB AVAILABLE TO THE CANDIDATE

JOB PLACEMENT IS FOR AND ON BEHALF OF OUR CLIENT (Click this link for more Job Ads)					
Job Ad Ref	• #001	Client Ref	• Waves-001	Post Date	• 19-Sep-2021
Job Vacancy is open	• ONLY FOR SINGAPOREANS				
Job Availability	• IMMEDIATE				
Our Client Name	• ***** ENGINEERING P/L				
Location	• PIONEER CENTRE, 1 SOON LEE ST 627605				
Position	• ADMINISTRATION OFFICER				
Salary Range	• Per Month	Minimum	• SGD2,000/-	Maximum	• SGD3,500/-
Job Category	• MIDDLE MANAGEMENT				
Employment Type	• PERMANENT				
Number of Vacancy	• ONE ONLY				
Job Functions	• ADMIN • BUILDING & CONSTRUCTION		• ENGINEERING • PREPARATION OF REPORT		
Job Description & Requirements	<ul style="list-style-type: none"> MAINTAIN OFFICE FILES PREPARE CLOSURE ACTION REPORT TO THE CLIENTS MAINTAIN PETTY CASH BILLS FILE PREPARATION AND MAINTAINING FOR SUBMISSION TO AUDITOR PREPARE WORKER SALARY SLIP INVOICE FOLLOW-UPS WITH CLIENTS 				
Qualification Required	• POLYTECHNIC DIPLOMA IN ADMIN STUDIES				
Experience Required	• N.A.				
Skills Required	<ul style="list-style-type: none"> PETTY CASH MICROSOFT OFFICE MICROSOFT EXCEL OFFICE ADMINISTRATION SALARY 		<ul style="list-style-type: none"> INVOICE FOLLOW-UP OFFICE FILES HUMAN RESOURCES MICROSOFT WORD HANDLES FILES 		
Contact & Email	• biz@achibiz.com		• https://achibiz.com/contact/		
WhatsApp	• https://wa.me/6591097753		• (+65) 91097753		