1. **Job Title**
   Accounting Assistant

2. **Location**
   Rooms 1804-7, 18/F, Wing On House, 71 Des Voeux Road Central, Hong Kong

3. **Job Summary**
   * Responsible for general accounting duties

4. **Duties**
   * Handling general accounting duties, data entry, prepare monthly financial report, bank’s routine works, such as deposit money, handle cashier order, T/T, etc.

5. **Formal Education**
   * Diploma in Accounting Studies

6. **Experience Required**
   * 0-1 year working experience

7. **Special Training/Skills**
   * Knowledge in basic accounting
   * Self-motivated and able to work independently

8. **Personality/Interest**
   * Pleasant, hardworking & can work under pressure
   * Able to communicate with all levels of people