

Hui & Lam LLP

Job Description & Specification

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