



JOB DESCRIPTION

JOB TITLE : Industrial Trainee
SCOPE : Accounting and Secretarial Services
ADDRESS : Bento Count Sdn. Bhd., F-3A-16, Jalan Kenari 5, 47100, Puchong, Selangor, Malaysia

MAIN DUTIES AND RESPONSIBILITIES

1. Perform a range of general clerical, accounting and bookkeeping support functions.
2. Dealing with sales invoices, income, receipts and payments.
3. Maintains accounting databases by entering data into the computer software, processing backups.
4. Using computerised accounting systems and maintaining accurate records
5. Prepare tax computation for clients
6. Compile and present financial and budget reports.
7. Document minutes and resolution for the clients.
8. Prepare SSM statutory documents for the clients
9. All other appropriate duties as and when required by the supervisor.
10. Visitation of SSM office and entrepreneurial training.

HOURS OF WORK

9 am to 6 pm (8 hours, 1 hour for lunch break)

DURATION OF CONTRACT

3 months or 6 months

KEY WORKING RELATIONSHIP

The industrial trainee will work under the supervision of senior management, but will also be expected to work under their own initiative. There is a need for excellent communication and continued maintenance of relationship with all staff in the Company.

SKILL REQUIRED

- 1, Basic accounting knowledge
- 2, Able to communicate and write in English proficiently
- 3, Friendly
- 4, Good teamwork