

STPI

CREATIVE WORKSHOP & GALLERY

JOB DESCRIPTION – FINANCE & ADMIN ASSISTANT

Primary Responsibilities:

- Accounts payable and Accounts receivable duties
- Assist with banking duties
- Prepare sales invoices
- Provide office administrative support
- Assist with travel bookings
- Assist with filing and archiving of documents
- Perform any ad-hoc duties as assigned

Requirements:

- Candidate must possess at least Diploma/Advanced/Higher/Graduate Diploma in Finance/Accountancy/Banking or equivalent
- At least 3 years(s) of working experience in the related field is required for this position
- Required Skill(s): accounting, admin
- Familiarity with SAP will be advantageous
- Good time management and organizational skills
- Able to work in a fast-paced environment
- Only Singaporeans need apply

To apply for this position, please send your resume to hr@stpi.com.sg. We appreciate your understanding that only shortlisted candidates will be contacted.