



**Position : Accounts Assistant / Executive**

**Responsibilities:**

- Handle partial / full set of accounts, manage daily transaction of AR / AP / GL, Fixed Assets Register, Bank Reconciliation.
- Liase with Local & Overseas Customers / Vendors, monitor AR / AP Ageing and daily Cash Flow.
- Report to Regional Finance Manager, submit Monthly AR / AP Ageing Report, Cash Flow & Bank Reconciliation Report, Financial Report to HQ in Singapore.
- Handle General Administrative works.

**Requirements :**

- Candidate must possess at least LCCI, Diploma in Finance / Accountancy / Banking or equivalent
- At Least 2-3 years working experience in accounting position is required.
- Relevant GST knowledge is added advantage.
- Previous working experience in freight forwarding industry is an advantage.
- Required language (s) : Bahasa Malaysia / Chinese / English.
- Ability to converse in Mandarin is added advantage.
- Possess good communication skill in verbal & written in English.
- Knowledge of ERP system & PC Literacy.
- Committed, trustworthy, reliable, discipline, dedicative, able to adapt and work in challenging business environment.
- Able to work independently and under pressure with minimum supervision and have good interpersonal skill.
- Working Location : IWA LOGISTICS (M) SDN BHD – TAMAN MOLEK

Interested applicants are invited to send in detailed resume with current and expected salary with recent photograph to Mr. Alan Tang ([alan.tang@iwalogistics.com](mailto:alan.tang@iwalogistics.com))