

[HIRING Admin / Accounting Executive]

JOB DESCRIPTION

ABOUT THE COMPANY

ERAI ASIA is a French owned business consulting company with 20-year background in international business development. We support western companies in their business development in Asia through tailor made services: market study, business development, commercial representation, distribution, company establishment, and a fully-serviced business center.

To support our growth, we are looking for self-motivated and multitask Admin/Accounting executive.

MISSIONS

- ✓ Undertake the tasks of receiving phone calls and routing correspondence
- ✓ Monitor office supplies and handle office purchasing
- ✓ Handle and support customers for paperwork (visa, work permit, contract, translation, etc.)
- ✓ Act as a contact point between customers and the company
- ✓ Make travel arrangements and bookings
- ✓ Prepare regular reports on expenses and office budgets
- ✓ Handle some basic accounting tasks (VAT invoices, payment, claims, cash, etc.)
- ✓ Prepare information for payroll and follow up payroll with accounting department
- ✓ Involve in on-boarding and off boarding process

QUALIFICATIONS & SKILLS

Diploma: University degree in accounting or related fields.

Experience: 2-3 years working experience in the similar position

Languages: Fluent in English and Vietnamese, French is a plus

- ✓ Detail-oriented and customer-oriented
- ✓ Good communication and negotiation skills
- ✓ Good numeracy skills
- ✓ Time management and interpersonal skills
- ✓ Honest, autonomous, multitask and organized

CONTACT: HR@ERAIASIA.COM