

JOB DESCRIPTION

Position	: Accounts & Admin Executive
Type of Contract	: Full Time
Closing Date of application	: 31st January 2024
Starting Date of work	: Immediate Start

OVERVIEW

SWWS is an established non-political, human rights based NGO committed to gender equality, eliminating discrimination, empowering women and effectively addressing gender violence in all its forms. It is run by an elected committee with a small staff team at the main office located at La Promenade Mall and at our pilot project at CSSC.

QUALIFICATIONS REQUIRED

Candidate must possess at least a Higher Secondary/STPM/"A" Level/PreU, Diploma, Advanced/Higher/Graduate Diploma, Finance/Accountancy/Banking, Business Studies/ Administration or equivalent

TERMS AND CONDITIONS

- The working week will total 40 hours including lunch hour from 9am - 5.00pm at La Promenade Mall
- Salary : RM1,500.00 (Incl. EPF, SOCSO, EIS)
- Annual leave will be 15 days per year

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- Assist and in charge on day-to-day Accounting Activities using Autocount Software
 - payment process
 - issues invoices
 - official receipts
 - Cheques
 - Claims
- Ensure proper maintenance of accounting records, documentation and filling of the records
- Update information into the database and document filing
- Maintenance of records and filing systems
- Provide secretarial services for office staff as needed
- Order supplies, coordinate mails and dispatch/courier services
- Answer telephone and route calls promptly
- Greet visitors and/or clients and direct them to appropriate help/personnel
- Sort incoming email, mail and documents and distribute them to appropriate personnel
- Despatch outgoing mail and document and arrange for courier where required
- Any other ad-hoc duties assigned from time to time delegated by the Committee Members
- Good interpersonal skill to deal with colleagues and external contacts.
- Must be hard working, responsible, self motivated, initiative, independent, eye for detail and high level accuracy