

财务文员 / Account

Job Description :

The main role of the duty is to manage, check freight collection status timely, prepare VAT Fapiao issuance, well manage prepayment and credit accounts, regularly update the situation to parties concerned on freight collection status.

1. To check freight collection status via Web-bank timely and accurately.
2. To handle customers with outstanding freight and charges payment related to IB, OB, Prepayment, Credit Accounts.
3. To file customer's contact list regularly.
4. To update Credit Accounts list to parties concerned.
5. To handle Fapiao issuance timely and accurately.
6. To monitor Fapiao outstanding list on regular manner.
7. To achieve team targets.

Qualification:

1. Capable of working independently with limited supervision.
2. Fluent in both written and spoken English, above CET-4.
3. College degree or above, preferable in Accounting.
4. 1 year related working experience in shipping and logistics industry.

5. Excellent Computer skills, experienced and knowledges on accounting software and MS Office especial Excel.
6. Strong presentation and communication skills and able to deal with people at all levels.
7. Good attitude and willing to learn.
8. Able to work under pressure and tight deadline.
9. Willing to accept challenges.