



I. Company: PJD Construction Sdn Bhd, KL

II. Designation & Department: Account Assistant

III. Job Descriptions/Job Responsibilities:

- Perform day to day processing of accounts payable transactions to ensure that these are maintain in an effective, up to date and accurate manner to meet financial closing deadline;
- Timely and accurate coding of data entry of invoices, cheque requisition, petty cash and verify that transaction are in compliance with company policies and procedure;
- Ensure proper recording and filing of documents are maintained;
- To perform bank reconciliation and creditors reconciliation;
- To perform other ad-hoc duties delegated by the management from time to time.

IV. Job Requirements:

- Candidate must possess at least a Diploma in Accounting Certificate/ LCCI or higher;
- Minimum 2 years working experience preferably in property and/ or construction industries.
- Exposure to Computerized Accounting System. Knowledge of IFCA Software will be an added advantage.
- Full-Time position(s) available.

V. Work Location: 17th Floor, Faber Tower Two, Jalan Desa Bahagia, Taman Desa, 58100 Kuala Lumpur

VI. Application Details (HR Contact No, Address & Email):

HR Contact No: 03-21621111(Ext: 220)

Fax: 03-21633373

Email: hrapply@pjd.com.my

Address: 17th Floor, Plaza OSK, Jalan Ampang, 50450, KL.