

WE ARE HIRING!



Company : YLTC Sdn Bhd
Industry : Fast-Moving Consumer Goods (FMCG)
Position : Accounts Assistant/Executive
Location : Tasek Industrial Estate, Ipoh, Perak

Company Background

YLTC Sdn Bhd is a joint-venture company between Yee Lee Corporation Berhad and Tasco Berhad. Our company involved in trading and distribution in the provision of convenience retail supply chain service for foods, mineral water and beverage.

Responsibility

For Accounts Receivable:

1. Update customer payment in systems daily.
2. Monitor customer collection with sales team closely.
3. Review the long overdue AR by sending reminder letter to customer.
4. Prepare bank reconciliation in daily basis.
5. Prepare monthly debtor statement.
6. Customer account maintenance in systems.
7. Assist in monthly accounts closing.
8. Other duties as assigned from time to time.

For Accounts Payable:

1. Verify received supplier invoices and enter the invoices into Accounting systems.
2. Process payment to suppliers.
3. Respond to all suppliers' enquiries regarding finance.
4. Prepare AP reconciliation in monthly basis.
5. Prepare monthly supplier statement.
6. Supplier account maintenance in systems.
7. Assist in monthly accounts closing.
8. Other duties as assigned from time to time.

Qualification

1. Diploma, Professional Certificate or Degree in Finance/Accountancy or equivalent.
2. Good command in both written and spoken English, Bahasa Malaysia and Mandarin.
3. 2 positions are available.

To apply

Interested applicants are welcome to send your resume together with academic transcript to the person below:-

Ms Chin
Head of Accounts & HR
yingteng.chin@yltc.com.my

Ms Siew
Accounts & HR Executive
woanling.siew@yltc.com.my

Kindly be informed that **ONLY SHORTLISTED CANDIDATE** will be **NOTIFIED** for interview session.

Thank you.