

# ADMIN - ACCOUNTING EXECUTIVE – HCMC

## JOB DESCRIPTION

### ABOUT THE COMPANY

Our client is an international French-owned company specialized in the energy efficiency industry. With a strong presence in more than 5 countries, the company has currently created a branch in Asia to provide energy service; especially in the solar field. To expand their business, we are looking for a rigorous and autonomous Admin Accounting Executive, based in HCMC

### MISSIONS

Report to Operation Director of Vietnam

#### ✓ Admin and business support

- Day to day Office management to ensure the smooth operation in the office
- Facilitate travel & accommodation for employees
- Manage and purchase office/ stationery as requested
- Perform translation and interpretation as needed (EN-VN, VN-EN)
- Support the project development team and interface with Client (e.g. site visit, field trip, etc.)
- Support proposal preparation and marketing tasks
- Other assignments by the Director

#### ✓ Accounting

- Prepare documents and record account for Accounts Payable
- Ensure that all account transactions are recorded timely and accurately
- Issue invoices and receipts to clients of the company
- Ensure timely and accurate monthly closing of Cash on Delivery (COD)
- Coordinate with related departments for any concerning with account and administrative tasks
- Maintain good relationship with our clients and contractors

### QUALIFICATIONS & SKILLS

**Diploma:** University degree in Accounting/ Business Administration or related field

**Experience:** 2 years experience in Accounting position

**Languages:** Vietnamese native, English fluent

- ✓ Good knowledge of Accounting standard, finance and tax
- ✓ Organization and communication skills
- ✓ Autonomous and detail-oriented

### BENEFITS

- ✓ Health Insurance coverage
- ✓ Supportive and friendly colleagues
- ✓ International working environment
- ✓ Modern and comfortable office
- ✓ Other benefits according to the Group policy

**CONTACT: HR@ERAIASIA.COM**