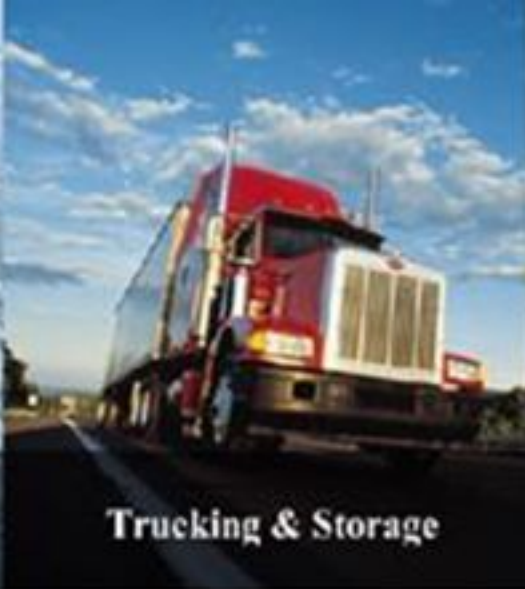




Ocean Freight Service



Trucking & Storage



Air Freight Service



Cargo Clearance

## Star Concord (Thailand) Co., Ltd.

### Accounts Assistant/ผู้ช่วยนักบัญชี

#### Job Description:

- Performing accounts payable functions including receiving, matching, and recording invoices.
- Supporting in preparing and process for check payment in a timely manner.
- Supporting in preparing reports as requested by management (weekly/monthly/quarterly/annually) and assist in closing procedures.
- Work with vendors regarding disputed invoices to resolve any and all issues
- Other – HOD assignments as needed

#### Qualifications:

- Bachelor's degree in Accounting
- Good command in English / Mandarin
- Computer literacy (MS office, advance excel)
- Fresh graduates are welcome

**Benefits:** Medical, Dental and health Insurance, Provident Fund

**Salary (Baht):** Depend on qualification and experience

**Workplace:** Profreight Building 3<sup>rd</sup> Floor (Bangna)

**Working hours:** Mon-Fri 8.30-17.00 hrs, Sat 8.30 AM - 12.00 PM

**Star Concord (Thailand) Co.,Ltd.**

(Pacific Star Group - Thailand Branch)

**Address:** 19th Srinakarin Road, North Bangna, Bangna, Bangkok 10260, Thailand

**Tel:** +66 02 743 0700-3 # 8305 **Fax:** +66 02-745-0023

<http://www.starconcord.co.th>