

JOB DESCRIPTION

EXECUTIVE ADMIN/OFFICE MANAGER

LJ-Group

landscape architecture

JOB DESCRIPTION

- Project account:
 - Prepares and issues fee proposal, contract and Invoice to clients
 - Runs cash flow report of projects.
 - Controls and manages subcontractors and supplier's orders, contracts, payments
- Administrative and Human resources tasks
- Keep track and update account transactions by entering account report.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Oversee monthly office expenses and prepare the required semi-annual and annual financial reports.
- Prepares payments by verifying documentation and ensure compliance with project's contract.
- Answers accounting procedure questions by researching and interpreting accounting, tax policy and regulations.
- Complies with financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Controls cash book, account payable and receivable.
- Other tasks as requested by Managers.

JOB REQUIREMENTS

- Candidate who graduated in finance, business administration or accounting are preferable.
- At least 02 years of work experience.
- Carefulness, honesty, meticulousness, self-disciplined
- Ability to read and understand financial statements, financial reports, project reports.
- Proficiency in using Excel, Word, Power Point, especially accounting software.
- Strong English skills.
- Teamwork and the ability to work independently.

BENEFITS

1. Negotiable salary.
2. Salary reviews every year bases on staff performance.
3. 13th month basic salary according to the company's finance + bonus based on performance.
4. 14 days annual leave per year + public holidays as regulation.
5. Have the opportunity to maximize and develop the ability in an energetic, professional and competitive working environment.