



I. Company : PJD Construction Sdn. Bhd.

II. Division & Department: Construction

III. Designation : Accounts Executive

IV. Job Descriptions/Job Responsibilities:

- Process Suppliers' invoices, debit notes & credit notes which inclusive of casting, checking the matching of DO against invoice and PO, identify any back-charged to Sub-Con and keying-in
- Issuance of debit notes, which inclusive of keying-in, photostatting of supporting documents and distribution of debit notes
- Process Suppliers' payment. To ensure that all deduction has been duly deducted before updating ledger card and issuance of cheque
- Communicate with suppliers on any discrepancies in outstanding payment and other potential problems
- Analyze suppliers's payment for the month by project site to facilitate month end and project cash flow submission
- Reconcile creditor ledger in IFCA against suppliers' statement
- Perform bank reconciliation using IFCA system. (ABB/AMBB)
- Keying-in proposed payment list for supplier to be incorporated into monthly proposed list
- Responsible for any other ad hoc assignment as and when required

V. Job Requirements:

- At least SPM. Preferably with Diploma in Accounting, equivalent or higher with at least 1 year related working experience.
- Fresh graduates are also encouraged to apply.
- Pleasant disposition, conversant in English and Bahasa Malaysia.
- Mature, pleasant personality and able interact effectively with internal and external parties.
- Computer Knowledge in Microsoft Office (Word, Excel and Power Point) is a must.
- Must be able to work independently.

VI. Work Location : Faber Tower

VII. HR Contact Details (HR Contact No., Address and E-mail):-

Contact Name : Maddy / Jasbinder
Telephone No. : 03-2162 1111 (ext. 223 / 204)
E-mail : recruitment.oskh@oskgroup.com
Address : Level 17, Plaza OSK, Jalan Ampang, 50450 Kuala Lumpur

VIII. Closing Date : 30 November 2017