

**Pineapple Vision Systems Co., Ltd.**

**Finance and Accounting Officer**

**Job description**

- Draft routine correspondence / internal memoranda, communications to project partners, event counterparts and official contacts
- Coordinates arrangements for receipt of office equipment and supplies, and ensure proper inventory record keeping
- Arrange travel and accommodation, both in-house and external events
- Prepare commercial invoice and settle down the payment matters
- Prepare the salary pay slip and settle down the payment with employees
- Prepare employee bonus salary structure at the end of the year

**Requirements: Assistant Program Officer**

1. At least a Bachelor's degree, Master's degree would be preferred but not required.
2. Minimum 3 years of experience in Finance and Accounting department,
3. Good command of oral and written English
4. Ability to work effectively under pressure, balance and prioritize multiple requests, in a multi-cultural environment
5. Capable and practiced in handling complex and/or multi-faceted tasks
6. Flexible, resourceful, dependable, well-organized, friendly, emotionally mature and professional
7. Computer literate, well-versed with Windows, word processing, spreadsheets, etc.
8. Proven ability to cope with conflict and stress, and effective problem-solving and mediation skills;

**Remark:** Applicants can send a CV & Cover Letter to Ms. Pondchanoke Piraintorn at p\_piraintorn@hotmail.com. Also, please mention the job position in the mail subject that you applied for.