

5. Accounting & Finance (AP) (1 position)

Skills & Qualification

- Female or Male age between 22-24 years old.
- Bachelor's degree in Finance, Accounting or related fields.
- New graduated are welcome or experience for 1-2 years.
- Good command in communication English.
- Able to use computer skill for Microsoft Office (Word, Excel, Powerpoint etc.).
- Work well with others.
- Able to work under pressure.
- Good communicate.

Job Description

- Prepare payment to workshop, insurance, vehicle tax and administration expense
- Create company fixed asset and new car delivery for operating lease
- Support to checking payment voucher for workshop made by Service payment
- Checking and follow up receipt from supplier
- Record monthly expense of administration

To apply for this opportunity, please send your resume to recruitment@smauto.co.th



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