

## **Portal East Job Vacancies**

### **1 Job Opening for : Executive Secretary**

#### Key Responsibilities:

- Organizes the executive's appointment schedule and meetings
- Provides up-to-date references and information through on orderly filing and retrieval system
- Manages the executive's travel arrangements
- Communicates clearly the executive's instructions and executes them with excellence
- Handles various administrative tasks in smooth coordination with other department staff
- Handles sensitive information with integrity and utmost confidentiality
- Readily supports other departments with relevant and complete information
- Secures information from internal and external customers and keeping them properly in a systematic database

#### Basic Qualifications:

- Bachelor's Degree in Office Administration or Business Administration or Business Management
- With at least 2 years administrative working experience
- Proficient in oral and written communication
- Must possess strong computer and interpersonal skills
- With the ability to management time and tasks efficiently

### **1 Job Opening for : Accounting Assistant**

#### Key Responsibilities:

- Prepares accounting books and reports
- Prepares bank deposits and withdrawals, files and posts them afterwards
- Creation of accurate financial reports through proper data gathering and posting
- Makes and keeps all government reports current and properly filed
- Reconcile accounting entries and figures on a regular basis
- Provides reports and analysis for management to make sound business decisions
- Ensures proper implementation of policies and procedures in safeguarding company's assets

#### Basic Qualifications:

- Bachelor's Degree in Accountancy
- With at least 2 years bookkeeping work experience
- Up-to-date knowledge in taxation and generally accepted accounting practices
- Proficiency in Microsoft applications

#### Steps in Applying:

1. Kindly submit comprehensive resume with up-to-date recommendations from work references to [kittgo@gmail.com](mailto:kittgo@gmail.com) indicating in the Subject Line: APPLICANT FOR SECRETARY OR ACCOUNTING (whichever applies)
2. We will review first before communicating with applicant through e-mail within 1 week.