

i.d.a. international

Industrial Design Associates International

IDA is a dynamic and growing international engineering consultancy that specialises in the field of design, due diligence reviews and enhanced testing and commissioning of mechanical and electrical systems. Founded in 2003, we now currently have offices in Hong Kong, Mumbai, Bangalore, Pune, Shanghai, Beijing and Singapore. As part of our expansion plans, we are seeking to recruit talented office support for Singapore Office.

Our customer base consists of many blue chip organisations that come from the IT, financial, commercial and industrial sectors that operate globally. As demand for our services is increasing across the region, we are seeking high quality personnel to meet the existing and future needs of our exceptionally strong client base.

OPERATIONS EXECUTIVE (Ref: SIN-ADMIN-001)

JOB DESCRIPTION

- Organize Monthly Payroll
- Invoicing, liaising with clients
- Arrange Insurance, Office utilities
- Bookkeeping, accounting submission, tax filing
- IT support, Hardware / software purchasing
- Marketing materials / channels update
- Employee expenses, general HR issues
- Travel, Visa arrangement (EP and S-Pass etc.)
- Organize and schedule meetings and appointments
- Maintain contact list, produce and distribute correspondence memos, letters, etc
- General document filing, Data entry
- Maintaining various excel trackers
- Assist Hong Kong / China / India Admin team for ad hoc tasks
- Assist project team for ad hoc tasks

REQUIREMENTS

- College or bachelor Degree, majoring in Accounting or Management or Business Law or HR
- 1 year relevant experience is an advantage
- Solid knowledge of office procedures
- Good written and spoken English
- Chinese and/or Bahasa (Malay or Indonesian) are a bonus
- Good understanding of Singapore Labor law, HR, Taxation and banking issue, experience in bank transaction between Singapore and India / Hong Kong is an advantage
- A firm grasp of Microsoft Word, Excel and PowerPoint
- Strong analytical skills & operating expenses control awareness
- Able to work independently, Self-monitoring and reliable
- Immediately available / short notice is preferred
- Must be **Singaporean Citizen or PR**

Candidates with some but not all of the above requirements will still be considered.

Please email CV and expected remuneration directly to hr@idai.com.hk

Please quote reference SIN-ADMIN-001 in your reply.