



W2 Industrial Services Hub Pte Ltd is a company that specialises in the supplying of Fire & Gas Detection System / Safety Handling Equipment to various Marine Oil & Gas, Petrochemical and Water & Waste Industries.

We are expanding our operations and are seeking for the following positions: -

1) **Admin & Accounts Executive**

Job Description:

- a) To assist in the preparation of delivery orders, invoices, and purchase orders via the ERP system including ordering catalogs, etc. This includes the coordination and tracking of shipments with freight forwarders, principals, and customers to ensure prompt delivery and customer satisfaction.
- b) Handle daily accounting entries, claims, and payments.
- c) Reconcile invoices and identify discrepancies
- d) Prepare for payment to vendors under procurement
- e) Consolidate and follow up with payments from customers
- f) Support Accounts Manager with monthly accounts closing
- g) Assist in company income tax submissions
- h) Assist in company quarterly GST submissions
- i) Facilitation of audit preparations
- j) Other administrative tasks include updating job files, data entry, filing, indexing, documentation, etc.

Requirements:

- Higher NITEC / Diploma in relevant industries
- Minimum of 1 year of working experience preferred
- Possess good communication skills, able to work independently with minimal supervision
- Meticulous, self-motivated, positive working attitude and multitasking

Interested applicants, please email your retailed resume and expected salary to: brandon@w2ish.com

We regret to inform you that only shortlisted candidates will be notified.

W2 INDUSTRIAL SERVICES HUB PTE LTD

13A Tuas Road, JTC Terrace Factory, Singapore 638513 Tel: +65 6262 4977 Fax: +65 6262 4500 sales@w2ish.com

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