

**ADVERTISEMENT FOR THE POSITION OF
ACCOUNTS CUM GENERAL CLERK
FOR
MALAYSIA STEEL INSTITUTE (MSI)**

Malaysia Steel Institute (1053263-x)

The Malaysia Steel Institute (MSI), one of the agencies under the Ministry of International Trade and Industry (MITI), is looking for an experienced candidate to provide support services in the area of accounts and general clerical work.

Accounts cum General Clerk

Responsibilities

Responsible for providing clerical, financial and administrative support in order to ensure that services are provided in an effective and efficient manner.

Activities

- Provide assistance and support to company personnel as and when required
- Develop and maintain accurate central record keeping and filing all correspondences
- Financial record keeping and other financial transactions in a timely manner:
 - Maintains accounting records by making copies; filing documents
 - Reconciles accounts in a timely manner
 - Maintains accounting databases by entering data into the computer; processing backups
 - Verifies financial reports by running performance analysis software program
 - Research, track and restore accounting or documentation problems and discrepancies
- Protects organization's value by keeping information confidential
- Assists in facilitating and arranging of meetings, venue and logistics
- Assists in facilitating training courses for both in-house and clients employee
- Answering phone calls
- Perform other related duties as required

Job Qualifications/Skills Requirements:

- Diploma in Accounting or in the relevant field
- Minimum age: 23 years and above
- Minimum of 2 years' relevant working experience in accounting and general office upkeep
- Computer savvy – MS Word, Excel, Powerpoint – any others;
- Pleasant personality and good Interpersonal skills
- Fluency in both spoken & written Bahasa Malaysia and English

Please Submit:

- CV on personal, educational and job experience; and
- Current salary and expected salary.

Others:

- May have to undergo written test and interview

Interested applicants are requested to submit
latest by **(30 June 2016)** to:

**Malaysia Steel Institute
Menara MITI, Level 26
No.7, Jalan Sultan Haji Ahmad Shah
Kompleks Kerajaan
50480 Kuala Lumpur
Email: admin@malaysiasteelinstitute.com; or
Fax: +603 6211 2445**