

Job Advertisement

Company Details	
Company Name	Tricor Services Limited
Company Description	Tricor Group (Tricor) is Asia's leading business expansion specialist, with global knowledge and local expertise in business, corporate, investor, human resources & payroll, corporate trust & debt services, and governance advisory. Tricor provides the building blocks for clients' business growth, from incorporation to IPO.
Location	Ngau Tau Kok
Classified Start Date	23 Nov 2022
Job Details	
<input checked="" type="checkbox"/> Non-sales Position (Back-office) <input type="checkbox"/> Intermediary / Sales Position (Front-line)	
Position	Part Time Accounting Professional Support
Department	Business Services - Accounting
Job Category	
Job Description/ Duties	<ul style="list-style-type: none"> • Responsible for full sets of accounts and bookkeeping for clients • Prepare various reports to fulfil clients' business objective • Assist in monthly payroll service to clients • Assist in treasury & payment administration • Assist in setup of accounting system for new clients • Maintain good relationship with clients • Satisfy any other specific requirements of clients
Requirements	<ul style="list-style-type: none"> • Higher Diploma or above in Finance / Accounting / Banking / Economics or related disciplines • Minimum 1 year's relevant experience gained from sizable CPA firm or multinational company is preferable but

	<p>not a must</p> <ul style="list-style-type: none"> • Self-motivated, hardworking, a strong sense of responsibility with positive working attitude and able to perform multi-tasks • Well versed in MS applications (PowerPoint, Excel, Word) • Proficiency in various accounting software is an advantage • Welcome to retired accounting professionals
Application Method	Interested parties please send full resume to hr@hk.tricorglobal.com
Application Deadline	30 June 2023
Year(s) of Working Experience	Minimum 2-3 years working experience
Employment Type	Part Time
Additional Benefits	<ul style="list-style-type: none"> • Monday to Friday: 0900 - 1800 • 3 - 5 days per week