

# ACCOUNTS ASSISTANT

The successful candidate will be entitled to an attractive remuneration package.

- ▶ Be a Female between 18 - 35
- ▶ Have an outgoing personality and a friendly attitude
- ▶ Have a general knowledge of English
- ▶ Experience in QuickBooks & Ms-Office

## Job Description.

1. Acting as a first point of contact for callers, dealing with emails and phone calls.
2. Managing Invoicing Systems, Other Databases and filing systems and keep records and maintain inventory.
3. Source office supplies, Maintain petty cash.

**Experience/ Knowledge in Marketing and Accounts Will be an advantage**

### Work Shift

Monday to Friday - 9.00AM to 5.30PM

Saturdays - 9.00AM to 1.00PM

**Send your CV's along with a RECENT FULL SIZE Photograph via email to - [careers@itclk.com](mailto:careers@itclk.com)**