

WE'RE HIRING!! *Interns*

WE ARE LOOKING FOR :

- **Admin Clerk**
- **Payroll & Data Entry**
- **Account Clerk**

JOB SCOPE :

- To assist in filing, payroll & data entry, recording
- To work with AutoCount System
- To support office operation



Requirements :

- Able to speak and write in Bahasa and English
- Posses good interpersonal and communication skills
- Skill : Microsoft Office
- Basic Knowledge : Accounting / Payroll / Inventory

Allowance : RM 800 / month

Last month of internship will get incentive **RM 100*

Send your resume to **ong@jomfnb.com**

Tel : **03-7788 1188 (Ms.Ong)**

Working hours : **9am - 6pm (Mon - Fri)**

*Lot 8 & 9, Jalan PJS 1/21A, Taman Petaling Utama,
46150 Petaling Jaya, Selangor.*