

## **Admin and Account Assistant / Executive**

(Full Time)

### **Salary**

:

Negotiable

### **Location**

:

Golden Wheel Industrial Building, 50 Kallang Pudding Road. (S)349326

### **Responsibilities:**

- Carry out sales quotation, delivery order , invoices and purchase order for presentation to customer and supplier.
- Attend to customers' enquiries/quotations if necessary
- Develop and maintain good relationship with existing and prospective customers and supplier

### **Requirements:**

- O Level, ITE ,Diploma or Degree in accounting or business administration or equivalent
- Preferably 2 years' experience in office administration
- Knowledge of computer application like Microsoft words, Excel , power point , data entry

**Interested applicants please send your full detailed resume to:**

[admin@aceinstrumentation.com](mailto:admin@aceinstrumentation.com)

**Apply Now 6744 0564 or [Email Us](#)**