

	BẢNG MÔ TẢ CÔNG VIỆC <i>JOB DESCRIPTION</i>	Mẫu số: Ban hành: 01/01/2020 Lần chỉnh sửa: 00
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- Position: **(Australian Tax) Accountant Assistant – Internship;**
- Working location: Aloha Building, 68 Hong Ha, Ward 2, Tan Binh Dis, HCMC.
- Working time: Full time from Monday to Friday.

1. About us:

- We are a professional accounting firm that provides full range of services to our partner organizations in the Australian accounting industry.
- Our accounting and business advisory firm experts can provide you tailor-made solutions that will give you a wealth of knowledge and help your business grow like you'd never seen them before.

2. Job Description:

- Record, manage and process data/ payment documents/ transactions/ etc. from clients;
- Training about Australian Tax Accounting;

3. Requirement:

- Good in English is required;
- Good computer skills: Excel, Outlook,...;
- Fast learner, strong willingness to learn;
- Being flexible, able to work independently in team and attention in detail.

4. Benefits

- Attractive allowance;
- Training updated knowledge/ information of International Taxation and Accounting;
- Company party every month;
- English-based, friendly and dynamic working environment;
- Snacks, beverages, fruit provided;
- Job opportunities after the internship;

5. Application

English CV and official transcript send to adgtradingservice@gmail.com