



JOB DESCRIPTION

Accounts Intern



ABOUT THIS INTERNSHIP

Work Location
Singapore (East)

Work Days
5 days

Job Type
Full-time

Language Proficiency
English

Category
Accounting,
Administrative

INTERNSHIP BENEFITS



Job opportunities
for Students



Gain insights &
work experience



Widen corporate
network for better
prospects

JOB DESCRIPTION

- Assists in the processing of suppliers' invoices and payments.
- Review Ageing List Report for long overdue outstanding.
- Maintains records of financial transactions, such as system records must keep up to date and filing.
- Other Ad-Hoc duties

QUESTIONS?

Email us at hr@pohmeng.com.sg