

## Assistant of Accounting Manager

**Location:** Shanghai, China

**Starting date:** ASAP

### ABOUT THE COMPANY

The company is a leading French brand in fashion jewelry. The brand runs over 400 shops worldwide with a strong ambition in the Chinese market.

### RESPONSABILITIES

- Help with finance and accounting tasks such as accounts receivable, accounts payable, general ledger, etc
- Help with finance and accounting tasks and report to Accounting Manager
- Assist day-to-day finance and accounts operations
- Internal Branding Management
- Implement a systematic filing and help ensures prompt search for documents
- Help ensure timely closing of accounts
- Assist the Finance & Admin Director
- Deal with Issue invoice according to the rules & regulations
- Work with other teams to interface with relevant module

### REQUIREMENT

- Experienced in retail business and e-Commerce
- Fluent (spoken and written) in Chinese and English
- Disciplined, organized, rigorous
- Self-driven with strong problem-solving skills

### APPLICATION:

Please send your resume to: [bj-hr@ccifc.org](mailto:bj-hr@ccifc.org)

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