

ACUMED

M E D I C A L G R O U P

ACUMED HOLDINGS PTE LTD

AcuMed has been providing healthcare for over 40 years and is one of Singapore's most established private outpatient medical services providers. We offer a wide range of healthcare services to both private patients and corporate clients, including GP services, health screenings and medical examinations, diagnostic services etc.

If you are ambitious and love to grow in the job that you do, then please drop us an email. We are looking for people who can be groomed and are willing to take up the challenge to fill the following post:-

Accounts cum Admin Assistant

Responsibilities:

- Handle daily invoicing data entry;
- Generate reports from system;
- Assist in monthly invoicing;
- Assist in purchasing and logistics;
- Label and pack medications;
- Other ad-hoc duties as assigned.

Requirements:

- Minimum GCE 'A' Level;
- Responsible, possess initiative and meticulous in work;
- Able to multi-task and work in a fast-paced environment;
- Accurate and fast data entry skill;
- Able to commence work immediately;
- 5 ½ day (alternate Saturday).

Interested applicants kindly apply online or email detailed resume together with expected salary and availability to email: hr@acumed.com.sg

We regret to inform that only shortlisted candidates will be notified.