

Job Title Accounting Assistant
Department Finance Department
Reporting to Finance Manager

Qualifications

- BS Accountancy, Management Accounting or Business related course.
- Knowledge in computerized accounting system preferably QuickBooks or any ERP Systems is a plus.
- Knowledge in office administrative day to day operations.
- Knowledge in Taxation and BIR procedures
- Trust worthy and adheres confidentiality of information and trade secrets.
- Excellent organizational skills and high attention to details and result oriented.
- With knowledge of MS Office applications especially in MS Excel.
- New graduates are welcome to apply.

Benefits

- Our employees' welfare is our top priority.
- 5-day workweek.
- Health Care Insurance (Hospital, Dental & Optical benefits) at higher coverage (including your qualified dependents) and premiums are 100% paid by TEC Square (principal & dependents).
- We reward performance with incentives.
- A vibrant team as we are, we have from time to time office and outdoor fun activities to camaraderie.

TEC Square Solutions, Inc. is a project management company mainly working in the Food Industry. We specialize in projects with highly complex processes. Our core competency and technical expertise is in the field of roasting, aroma recovery, evaporation, spray and freeze drying, and agglomeration.