



3E ACCOUNTING SINGAPORE is a Singapore-based firm that provides professional accounting, tax and compliance services for start-ups and small- to medium-sized firms. Its head office is conveniently located in Novena, the central area of Singapore's Island.

3E Accounting Singapore is growing quickly and is looking for bright individuals who thrive in a fast-paced work environment. 3E Accounting Singapore looks for good communicators who can articulate their ideas and understand the big picture surrounding the incorporation business. If you are energetic, dedicated and passionate, 3E Accounting Singapore wants you!

**Position:**

- Admin Executive ([details](#))

**Industry**

- Accounting

**Responsibilities:**

- Provide administrative support to the department's operations
- Answering phone calls and email enquiries
- Update records and processing letters
- Perform other ad-hoc duties as assigned

**Requirements:**

- Higher Diploma or above in any disciplines
- Minimum 1 – 2 years of relevant working experience (candidate with less working experience may also be considered)
- Proficiency in Microsoft Office (Word, Excel & Power Point)
- Meticulous and keen eye for details

**Application procedures:**

- Remuneration is commensurate with qualifications and work experience. Qualified and interested candidates can email their resume to [info@3ecpa.com.sg](mailto:info@3ecpa.com.sg)
- Please state your current and expected salary.
- Visit [www.3ecpa.com.sg/careers](http://www.3ecpa.com.sg/careers) for more details