

Accounting (Stock)

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Company: Louis T. Leonowens (Thailand) Ltd

Location: Bangkok

Category: other-general

Responsibility :

To handle daily stock in-out for BUI location including preparation goods as per order request by sales,operation team and control them practice following company inventory procedure and finance authority

To check and cycle physical count stock on hand to compare with inventory report included half year&year end schedule

To support the shipping team for admin job i.e “Follow up – Deposit Container refund from Shipping Agency, Filling document

Other tasks as assigned by the manager

Qualification:

Male / Female, age 22 – 30 years old

Bachelor Degree in Accounting or experienced in related filed

2-5 years' experience in Store Keeper or Warehouse keeper and similar in Accounting

Software for trading company is an advantage

Good command of English both written and spoken

MS Office proficiently

Good communication, cooperation and interpersonal skills

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