



**GUANGDONG INVESTMENT LIMITED**  
**(粵海投資有限公司)**

We are a public company listed on The Stock Exchange of Hong Kong Limited. We are now inviting candidate to join our Finance Department in the following position:

**ACCOUNT CLERK - FINANCE DEPARTMENT**

*Responsibilities*

- Handle daily accounting transactions, payments, filing, data input and etc;
- Monitor monthly billings and account receivable;
- Provide general administrative support and handle ad-hoc assignments.

*Requirements*

- Form 5 with LCCI intermediate or above;
- Minimum 2 years relevant experience;
- Good knowledge of MS Office, Chinese word processing and SAP;
- Dynamic, self-motivated and positive personality;
- Strong sense of responsibility, able to work independently and mature;
- Good communication skill in both English and Chinese, fluency in spoken Putonghua an advantage;
- Immediately available highly preferred.

Attractive and competitive remuneration package will be offered to the right candidate. Application with full resume, current and expected salary, and date of availability should be sent through email to [recruit@gdi.com.hk](mailto:recruit@gdi.com.hk). For the company details, please visit our website: [www.gdi.com.hk](http://www.gdi.com.hk).