



# INSTITUT KIMIA MALAYSIA

MALAYSIAN INSTITUTE OF CHEMISTRY

(Inaugurated on 8 April 1967, incorporated under Chemists Act 1975 on 1 November 1977)

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## Join Our Team at Institut Kimia Malaysia!

### Position: Accounts Officer

Institut Kimia Malaysia is offering a career opportunity for a skilled Accounts Officer to join our esteemed team, enhancing the capabilities of our Accounting Department. This role involves crucial tasks like data entry, transaction processing, and careful record-keeping. As an Accounts Officer, your achievements will depend on your solid grasp of essential bookkeeping principles and your proficient use of computer applications, including tools like MS Excel, Word, PowerPoint, and more.

### Responsibilities:

- Provide valuable support to the Accounting Department.
- Oversee Account Receivables and manage tasks such as issuing invoices and receipts.
- Take charge of our membership database.
- Handle effective communication with members and suppliers.
- Perform monthly bank reconciliation.
- Contribute to other essential office tasks.

### Requirements:

- Degree in Accounting / Advance Diploma in Bookkeeping
- Familiarity with computers and accounting software (SQL).
- Strong multitasking skills with a motivated and positive attitude.
- Committed to maintaining efficiency and accuracy in your work.

To apply, kindly submit your updated resume along with a cover letter outlining your relevant qualifications and experiences. Please note that only shortlisted candidates will be contacted for further stages of the selection process.

Please email to INSTITUT KIMIA MALAYSIA **before 28th September 2023.**

**Email: [ikmhq@ikm.org.my](mailto:ikmhq@ikm.org.my)**