

UzoneMedia Inc. is an emerging media company operating powerful out-of-home digital media digital advertising channels in Asia.

The company owns and operates the iMobile Media Network (iMMN) - iCabTV, one of the largest digital in-taxi advertising and infotainment networks in existence today. Our proprietary wireless content delivery platform provides a consistent, reliable and high-impact channel for reaching consumers on the go. Through partnering Taxi operators around Asia, UzoneMedia puts advertisers' messages in front of a highly sought-after audience, in a captive and intimate setting.

Due to business expansion for Singapore office today, we are looking for the right talents to growth the business together.

Our Singapore Office address :

33 Jalan Afifi, #08-03 Eton House Building Singapore 409180

Office: +65.6741.1989 Fax: +65.6741.3989

Job Description – UzoneMedia Pte. Ltd.

Title: Finance & Admin Executive

Based at: UzoneMedia Pte. Ltd. (Singapore)

Scale and territory: Singapore

Job purpose: Singapore office account department , HR, book keeping/accounting, document control and administrative support.

Key responsibilities and accountabilities:

- 1.1 Maintain monthly expenses/cost and budgeting report
- 1.2 Manage and administers accounting processes of expense/cost/inventory in compliance with internal control system and global finance policy
- 1.3 Prepare/filing monthly relevant documents, receipts and invoice for book-keeping
- 1.4 Responsible for payment and collection; Account document control & filling
- 1.5 Interaction with departments and provide necessary account administrative support
- 1.6 Provide account administration support to business/clients
- 1.7 Arrange labour insurance, payroll and HR administration
- 1.8 GST, CPF and tax account preparation and submission
- 1.9 Final account preparation knowledge

Qualification/Specific Job Skills:

- College or University graduated with related background
- 3 years or above related experience
- Accounting experience is must
- Good at communication and interpersonal skills
- Familiar with Accounting and MS Office package
- Multi-international company work experience is preferable
- Fluent in written and spoken English and good to fair in written and spoken Mandarin is a plus.

Personality: Result oriented, motivated quick learner. Self-driven with a positive outlook and attitude. Reliable, tolerant, and determined. Comfortable with being held accountable for decisions, and happy to use his/her extensive experience to resolve daily issues.

Literacy and Numeracy: Good understanding on account and financial calculations eg. profit and loss calculations, gross margin percentages, ROI. Self-learner for new concepts and technologies.

Business Skills: Good with face-to-face, over the telephone and written communicator.

Interested candidates, please send your updated resume in MS WORDS format stating the following and email to careers@uzonemedia.com

- 1) Availability
- 2) Current / last drawn salaries and expected Salary
- 3) Reason for leaving previous employment
- 4) Recent Photo