

## Bookkeeper/Office Assistant

Property management company seeking a bookkeeper, he/she must speak, read English and Chinese, good computer skill, QuickBooks experience is required. Flexible working hrs. Starting salary from \$18.00/hr.

### Responsibilities

- QuickBooks payable and receivable
- Online purchase
- Handling customer calls
- General office assistance.

Please contact our Account Director Priscilla@ (718)2341515 Monday to Friday 9am to 5pm, email: priscilla@gbuddyinc.com for more information.