



Company Overview

EASMED (www.easmed.com) is a regional market leader specialising in providing novel and minimally invasive medical/surgical products such as the balloon sinus dilation and sialendoscopy for salivary gland obstruction to medical professionals.

Easmed is also a leading provider for Sleep Apnea diagnostic and therapy equipment. We have the capability to provide full compliant AASM polysomnography sleep lab set-up to simple home device diagnosis. Our sleep therapy ranges from auto-CPAPs, Bilevels and Mandibular Advancement Splints.

Our aim is to provide solution to furnish medical clinics for Endoscopic Visualisation equipment, ranging from standalone HD camera systems to fully integrated treatment units with microscopes; solution for hospital operating theatre needs, ranging from instruments to powered surgical tools.

We are a dynamic company with extensive operations in Malaysia, Singapore, Thailand, Indonesia and The Philippines.

Why Join Us?

Here at Easmed, we strongly believe that people are our greatest asset. As the medical device industry is thriving, the demands for more innovative solutions are required. We are excited about the possibilities that lie ahead and welcome talented individuals who can grow with our fast expanding company.

We are looking for talents with the tenacity to deliver sustainable solutions to our customers. Rewarding performance and providing excellent training is one of our key traits to carve you an interesting career path. If you want to be part of a family-cultured team/an A-Team, dedicated to drive our mission to meeting customer expectations and touching lives, look no further and contact us!

Accounts Assistant (Temporary)

This is a temporary position required to cover an employee who will be on maternity leave between September to December 2019. The actual contract period and working hours are negotiable.

Reporting to the Regional Accounts Manager, your responsibilities are inclusive but not limited to:

Responsibilities:

- Account Receivable (AR): checking and key of invoice and receipt information into the Microsoft Navision System
- Follow up calls on AR collection
- Account Payable (AP): Matching invoices and posting information on Microsoft Navision System
- Issue cheques & process GIRO transactions to Suppliers and Employees
- Filing of documents and other ad-hoc duties

Requirements:

- Candidates must possess Accounts/ Finance background
- Basic accounting & bookkeeping knowledge is a pre-requisite
- Knowledge of Microsoft Excel & Word is also a pre-requisite
- Positive mind-set and "can-do" attitude
- Patient and Meticulous
- Excellent time management skills
- Good interpersonal and communication skills
- Good spoken and written English

We offer very attractive and competitive package with excellent growth opportunities to selected candidates. If you aspire to be part of our dynamic team, you are invited to apply online with a comprehensive resume, to hrsingapore@easmed.com

We regret only shortlisted candidates will be notified.

Thank you for applying!

3 key points:

- Entry level or experienced logistics candidates welcomed!
- Joining a tenacious and adventurous family! (Refer to pictures)
- Passionate about healthcare industry