



Audit Assistant

Qualifications:

- Candidate must possess at least Bachelor's/College Degree in Finance/Accountancy/Banking or equivalent.
- Preferably Less than 1 year experience especially in Audit/Taxation or equivalent.
- Can work with minimum supervision and can multi - task.
- Fresh Graduates are welcome to apply.
- Willing to do field work.
- Willing to work in Pasig.

Responsibilities:

- Prepares complete audit work paper and memorandum.
- Documenting audit test and findings, then gives recommendation to the management.
- Do timely physical inventory to the company warehouse and stores.
- Prepares fixed assets tagging for better physical control.
- Performs assigned audit activities in a timely manner with efficiency.
- Ensures compliance with established internal control procedures by examining records, reports, operating practices and documentations.

Be a part of our fast growing TEAM!

We're a Direct Hiring Company!

We do offer regularization to all our employees.

Outstanding career growth through possible promotion.

Complete mandatory benefits, Holiday pay, 13th Month, Leave benefits.

Job Type: Full-time, New Grad

Interested Applicants can send their resumes to hrd@baskinrobbins.ph