



## **Job Title: Finance Administrative (Finance & Operations) Executive**

### **Job Overview:**

Join us and be a part of the founding team of Singapore's leading Japanese online grocer! \o/

We pride ourselves greatly in the quality of produce we bring to our valued customers and we value integrity, teamwork, and communication above all. We look forward to building a team with upright and enthusiastic people to bring fine produce to Singapore and the World~

Our team is looking for an eCommerce Administrative Executive to work together with the founding team. This is a key role that will anchor and lead Zairyo's administrative (Finance & Operations) team.

### **Job Description:**

- Finance Administrative role -
  - Using Xero, our main cloud accounting software for daily accounting matters
  - Reconciliation of statements lines
  - Communicating with operations department on stock purchases arrangements
  - Raise purchase orders for all the necessary stock purchases (domestic & international)
  - Manage customer payments (B2B & B2C), refunds, and bills
  - Raise purchase orders for all the necessary stock purchases (domestic & international)
  - Prepare payment to Suppliers
  - Tallying bills and invoices
  - Managing external payroll for outsource labour
- Ad-hoc tasks as assigned



材 ZAIRYO 料

### Job Requirements

- Fresh graduates are welcome, but a minimum of 2 years' experience in the eCommerce industry is preferred
- Experience in using Opencart, Shopify, Xero and Monday.com is preferred
- Fluent in spoken and written English
- Excellent communication and interpersonal skills
- Keen and knowledgeable in Japanese culture, food and cooking
- Able to work independently]
- Detailed-oriented
- Able to work a 5.5 days work week, on weekends and public holidays

To apply, please email the following to (resumes uploaded to the portals directly will be ignored) [thomas@zairyo.sg](mailto:thomas@zairyo.sg)

1. Your resume
2. A conversational 3 paragraph introduction of yourself
3. A short critique of our company based on what you see on our social media platforms and our website. This is open ended and can be anything.

**Only shortlisted candidates will be notified.**