



TRIA PTE. LTD.

9 Yishun Industrial Street 1, #03-65 North Spring Bizhub, Singapore 768163

Introduction

TRIA is a sustainable food packaging house, offering earth-friendly takeaway packaging and tableware such as lunch boxes, cake boxes, plates and cups. At TRIA, we design and develop our own proprietary food packaging - from concept to development and manufacture. Our clients range from Michelin-star restaurants to hotels and international food service providers.

We believe that going green should be easy. With that in mind, we design packaging with the intent that it will not only be clever and attractive, but affordable too. Through good design and innovation, we hope to inspire eco-conscious habits as well as a genuine concern for the environment.

Recently, we have developed a close-loop solution called bio24. It is an elegant solution which converts food waste and foodware waste into farm-rich fertilizer, in merely 24hrs. The possibilities of bio24 could be a game changer for the packaging industry.

www.tria.sg



Date: **16 March 2017**

Account Admin (Part-Time)

Job Responsibilities

- Assist in book keeping and accounting maintenance (Filing of invoices, preparing payment, day-to-day processing matters etc)
- Handle logistics - prepare coordinate, collect and dispatch document/goods (Prepare delivery documentation, arrange and coordinate goods delivery, receive and coordinate incoming containers)
- Goods inventory and management (keeping track of goods in warehouse, update and maintain inventory list)
- Provide administrative support including prepare of invoices, report and quotation
- Undertake ad-hoc projects or assignments when required

Job Requirements

- Min. LCCI with Higher Certificate in Finance/Accountancy
- Experience in book keeping
- Positive work attitude with strong initiative
- Meticulous, deadline-driven
- Able to work effectively with minimum supervision
- Those without the relevant qualifications, but with possess 1-2 years of working experience are welcome to apply!

To apply, kindly write in to jobs@tria.sg with your CV and/or resume, with "Account Admin PT-001" as the subject. We regret to inform that only shortlisted applicants will be contacted.