



Edwin McAuley Electronics Ltd ("EME") is a privately owned electronic manufacturing group with 850 staff in USA, Hong Kong and Dongguan, PRC. We have been operating successfully in Southern China since 1979 and maintaining complete teams of electronic, mechanical engineers as well as other supporting services. In Dongguan, we operate a self-owned manufacturing plant with comprehensive plastics and electronics production facilities.

EME focus on developing innovative products exclusively for its branded partners in Europe and USA. We employ the latest user interface and RF technologies to develop industry leading home automation and comfort products. Key products include irrigation and temperature control devices. Our products are of high value and are designed for easy installation; as such both design and manufacturing quality are of primary importance to our groups continued success.

EME is committed to the development of our staff and provides long-term career progression for talented employees.

Please find out more about EME at www.emehk.com

Accounting Trainee

The job holder will report to Accounting Manager and perform general accounting functions of subsidiaries in Hong Kong, PRC and US.

Responsibilities:

- Handle full set of account;
- Handle accounts receivable function of the group and coordinate with overseas customers;
- Prepare management reports in a timely basis include monthly group consolidated financial statements, costing report, weekly performance report and cashflow forecast;
- Assist in budget and financial analysis;
- Assist ad hoc projects assigned.

Requirements:

- Degree holder with major in accountancy or relevant;
- 1-2 years working experience, working exposure in PRC/manufacturing environment is advantage; but fresh graduates will also be considered;
- Good communication skill;
- Proficient in MS Excel;
- Proficient in ERP system, preferably SAP

We place much emphasis on the career development of our employees, respect the worthiness of individual contributions and expect strong commitment to performance excellence. We offer 5 days work per week, competitive remuneration package and fringe benefits including year-end and mid-year bonuses, medical scheme, life & accident insurance etc. to the right candidate.

Interested parties please send full resume stating current salary, expected salary and availability to:

hr.application@emehk.com

All information received will strictly be kept confidential and be used for employment-related purposes only.