

## LATEST AVAILABLE POSITIONS

1. Accounts Executive – *Singapore Branch*
2. Assistant Engineer – *Singapore Branch*
3. Assistant Surveyor – *Singapore Branch*
4. Mechanic – *Singapore Branch*
5. Electrician – *Singapore Branch*
6. Point Machine Installation Supervisor – *Singapore Branch*

## **Accounts Executive – Singapore Branch**

### **Job Description**

- **Accounts Receivable**
  - Invoicing
  - Receipt entries
  - Follow up on outstanding payments
  - Weekly AR Ageing report
  - Forecasting of Sales
  
- **Accounts Payable**
  - Supplier Invoice entries
  - Payment by cheque / remittance
  - CPF submission
  - GST preparation and submission
  
- **Others**
  - Year-end IR8A and AIS submission
  - Cash flow projection (weekly /monthly)
  - Project costing
  - Monthly /Year-end Profit & Loss report
  - Attending to audit matters
  - Knowledge of payroll computation preferred
  - Knowledge of SAP/MYOB preferred

### **Skills and Qualifications**

- Candidate must possess at least a Diploma
- Minimum 3 years relevant experience
- Able to work independently
- Diligent, meticulous and able to multi task
- Knowledge of MYOB
- Diploma, Advanced/Higher/Graduate Diploma, Bachelor's Degree, Post Graduate Diploma, Professional Degree, Master's Degree
- Full time position

For Interested Applicants, please fill in the **Application Form** and submit it via our website @ <https://are.sg/careers.php> or via email to [kovalan@are.sg](mailto:kovalan@are.sg) together with your **Updated Resumes**.

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Business Reg. No. 200822907D



## **Point Machine Installation Supervisor– Singapore Branch**

### **Responsibilities**

- Supervise the Point Machine Installation Teams to fulfil the project schedule.
- Attend joint SWC inspections for completed works related to points equipment.
- Conduct site survey, site coordination and Supervision of points related works.
- Ensure health and safety rules are strictly followed for the Points Machine Installation Teams.
- Collate daily worksite diaries.
- Work night shifts when required.

### **Skills and Qualifications**

- At least 10 years of practical Point Machine installation experience (MCEM91 & MD2000 type point machines), adjustment and fault finding.
- Must be competent in Point Machine Installation, adjustment techniques and problem solving for MCEM91 and MD2000 Point Machines.
- Operational and personal safety awareness is essential.
- Must be willing to work night shifts when required.
- Good communication skills in written and spoken English.
- Full time position

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## **Electrician - Singapore Branch**

### **Responsibilities**

- To carry out cable preparation, termination, labelling and Testing.
- Able to read and understand wiring diagrams.
- Collate daily worksite diaries.
- Work night shifts when required.

### **Skills and Qualifications**

- Able to Read and understand wiring diagrams.
- Knowledgeable on Splicing and testing of Solid Conductor and FO Cables.
- Minimum 5 years related experience.
- Operational and personal safety awareness is essential.
- Must be willing to work night shifts when required.
- Good communication skills in written and spoken English.
- Full time position

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