

LehmanBrown

LehmanBrown is a licensed China-focused accounting, taxation and business advisory firm, operating dedicated offices in Beijing, Tianjin, Shanghai, Shenzhen, Guangzhou, Hong Kong and Macau, and with an extensive affiliate network throughout China and in over 100 countries worldwide. LehmanBrown is registered with the PCAOB in the US and is able to conduct SEC work, as well as being accredited by accounting bodies in the UK and Australia.

Learn more about us at <http://www.lehmanbrown.com/>

LehmanBrown is looking for:

Intern, Outsource Dept.

Location: Beijing/Shanghai

Job responsibility:

1. Arrange contracts, input and bind the vouchers.
2. Organize the financial information.
3. Handel banking operations and maintaining a professional relationship with the banks.
4. Support the Outsourcing Department with their daily tasks.

Requirements:

1. Bachelor degree in accounting or in other related studies.
2. Have strong communication skills and works well with others.
3. Be mature and demonstrate initiative.
4. Have an attention to detail, follow instructions carefully, and be well-organized at work
5. Able to work in a fast-paced environment and work under pressure.
6. Strong PC skills include: Windows, MS Office; Experience with accounting software is a plus.
7. Good working knowledge of spoken and written English.

If you are interested in joining us, please send your recent CV to beijingtalent@lehmanbrown.com .

Closing date: Feb 28th, 2021