**Company overview:**

Kantor Akuntan Publik MAURICE GANDA NAINGGOLAN & Rekan (KAP MGN & Rekan)

Registered Public Accountants and Consultants

Established by **Maurice Ganda Nainggolan, S.E, Ak., CPA, CA,** who have had **a lot of experiences for years** with some of **the large international accounting firms** with **various field of companies** such as: retail, constructions, property and real estates, tourism and hospitality, logistics & transportation, mining, trading, manufacturing, services, oil and gas, and non-profit organization.

**Our Services: Audit, Tax and Financial Advisory**

**Vision**

To be a **trusted partner** in order to become **blessings to many stakeholders**

KAP MAURICE GANDA NAINGGOLAN & REKAN

Registered Public Accountants and Consultants

in association with CHONG, LIM & PARTNERS LLP (Chartered Accountants, Singapore)

Epiwalk Office Suites 6th Floor Unit B639 - B640

Komplek Rasuna Epicentrum

Jl. H.R Rasuna Said, Kuningan

Jakarta 12940

Phone : +62 21 299-122-72

Web : [www.kapmgn.co.id](http://kapmgn.co.id/)

For **sending your CV** and further information please email to :

kapmgn@gmail.com or evahutasoit.kapmgn@gmail.com

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Job Description:

* Typing Audit Reports with both speed and accuracy
* Proofreading report
* Check and edit reports to company with the standard audit report format ie, font, spacing, margins, etc

Requirements:

* Education minimum Diplome Degree (D3)
* Able to fast typing
* Having minimum 1 year experience as typist in an Audit Firm
* Expert in using Microsoft office, especially Microsoft Words
* Fluent in English both written and verbal
* Able to work in a team
* Willing to work under pressure with less supervision and limited time
* Have a good communication skill
* Pleasant Personality

Benefit: Overtime Allowance, Medical Insurance and BPJS Tenaga Kerja.

Work Location: Kuningan. Rasuna Said. Jakarta Selatan.