



Vacancy

The University of Saint Joseph (USJ) is currently looking to fill the following vacancy in the Treasury Team of Finance Office (FNO):

Administrative Assistant (Ref. Code: FNO-C132)

Responsibilities include, but are not limited to:

1. Interact with the public over the Treasury service counter;
2. Act as USJ Petty Cash custodian to ensure payment for the purchase of daily utilities;
3. Coordinate with internal units for the collection of USJ's residence rental charge;
4. Assist and coordinate fees collections for special occasions;
5. Assist the Accounting Team with tuition fee enquires;
6. Handle tuition collection procedures;
7. Coordinate the daily needs.

Requirements:

1. Bachelor-level education in Accounting or related areas;
2. At least 1 year of relevant working experience preferably in university settings;
3. Ability to interact effectively as a member of a team and work collaboratively with other departments;
4. Strong organizational and interpersonal skills; Resourceful with good computer skills;
5. Able to work well with personnel at various levels internally and externally;
6. Proficiency in both spoken and written Chinese and English; proficiency in Portuguese Language is a plus;
7. Macau ID holder.

For application:

- Applicants should visit <http://www.usj.edu.mo/en/about/careers-at-usj/> for more details, and submit their applications online.
- All documents and personal data provided by applicants will be kept confidential and used for recruitment purpose only.
- Review of applications will continue until the position is filled.