



AgStar PLC is a leading supplier of agri-inputs and a wide range of fertilizers, seed and planting materials, crop care products, and Agri Technologies to the local market with more than two decades of trust. Business growth and expansion have created career opportunity for the following position.

Accounts Assistant

Key Responsibilities

- Process new customer creations and amendments, including checking application forms, obtaining necessary management approvals, and accurately entering data into our systems.
- Prepare and dispatch monthly customer statements and allocate credit limits upon top management approval.
- Manage system functions related to the BPD division, including blocking/unblocking customer accounts as instructed.
- Provide administrative support to management and perform general clerical duties, including filing, managing information, and assisting team members during absences.

Key Requirements

- Proven experience in an accounting support, clerical, or administrative role is highly preferred; however, freshers are also encouraged to apply.
- Relevant professional qualifications will be an advantage.
- Passed A/L and credit pass for Mathematics and English at O/LS.
- Strong computer skills, including proficiency in Microsoft Office Suite (especially Excel) and experience with accounting software or ERP systems (e.g., SAP or similar) is a plus.
- A resilient individual with the ability to work under pressure with extended hours (OT Entitled)
- Excellent organizational and time-management abilities
- Preference will be given to male candidates.
- Candidates residing in Ja- Ela area are encouraged to apply

Are you ready to accept our challenge?

An attractive remuneration package, along with fringe benefits and career development prospects, awaits the chosen candidate.

Interested candidates, please send your CV with two non-related referees to mellisaf@agstaragri.com within 14 days of this advertisement.

