

# simplebooks

**The right place to start your business**

At Simplebooks, we simplify business management for owners across South Asia by offering tech plus services like company registration, bookkeeping, payroll, taxes, and legal support. With over 5,000 clients locally and globally, we help businesses set up, run, and grow more efficiently.

If you're excited to support business growth and be part of a dynamic team, we would love to have you join us!

## **OFFICE ASSISTANT**

### **Requirements to apply:**

- School leavers and undergraduates are encouraged to apply
- A minimum of 6 months experience in a similar role will be an added advantage
- Sound knowledge of MS Office package
- Age below 30 years
- Male candidates will be given preference

### **If you are selected for the vacancy your job responsibilities would include:**

- Arrangement of couriers
- Printing of bank documents and getting it certified
- Scanning of incorporation documents
- Responsible for delivering all incorporation documents to clients
- Maintain accurate records of Sharebooks and seals received and collected
- Coordinate with the relevant teams related to incorporation documents

This is a full time role from **Monday to Friday, 8.30 am to 5.30 pm**

**If you believe you meet the above requirements, email your CV to us on:**  
**[people@simplebooks.com](mailto:people@simplebooks.com)**