**Duties & Responsibilities:**

* To handle Accounts Receivable and Accounts Payable-Trade
* To monitor accountable forms
* Communicate with operation and check daily interface (sales, purchases, DN/CN)

**Requirements:**

* College Graduate
* BS Accountancy Graduate
* Fresh graduate are acceptable
* Must be computer literate specifically on Microsoft Office applications

Sumitronics Phils., Inc (STXP), a subsidiary of Sumitomo Corporation-Tokyo, Japan's first large trading company to specialize in dealing electronic parts and components is seeking for a highly motivated and dependable individual to join our progressive organization.

**ACCOUNTING CLERK**

**For interested applicants**application can be forwardedthrough email:

**noemi-verana@sumitronics.co.jp**

**For more information**about the job vacancy, you may contact us at

(049) 545 0144 loc. 523 or 521

**Duties & Responsibilities:**

* Will be responsible in performing medical care or emergency aid to ill or injured employees
* Will assist employees who may need hospital treatment or medication while inside company premises
* Will initiate and recommend education and training programs related to health and wellness to employees
* Will be responsible in preparing incident report on medical related incidents

**Requirements:**

* Graduate of BS Nurisng and must be a licensed nurse
* At least 1 year of working experience as QC Engineer
* Must be computer literate specifically on Microsoft Office applications

**QC Materials Engineer**