



**TITLE: Officer (EDP)**

**JOB LOCATION: Store Support Centre, Kuala Lumpur**

**GENERAL RESPONSIBILITIES**

- Check and verify between store paperwork and systems data, validating supporting document with system entries.
- Check and verify relevant transactions on E-Log against all physical documents from stores (including invoices, returns, transfer notes, CN and all OEOD supporting documents).
- Make correction on reference / invoice numbers and perform posting of successful transactions in SAP based on hardcopy invoice and PO
- Update transactions status / comments on Auto LIV and park documents where there is discrepancies between physical document and system.
- Maintain issue log during checking and verification process, raise issues with Helpdesk (IT) / Ops (Store) and follow up on clearance of outstanding
- Prepare accurate Journal Vouchers (JV) for EDP adjustments, submit for approval on time and post accordingly.
- Ensure all document received from stores are complete for one month, if any document missing / late, assist Team Leaders for action with operation.
- Ensure filing and safe-keeping of documents (including JV) are in order.
- Assist with administration tasks handled by Team Leaders (Exec / AM) including Attendance, OT Claim, productivity status and other ad-hoc issues.
- Deputize in Team Leader's absence with monitoring team and dealing with disciplinary issues to maintain productivity and integrity of EDP functions.
- Support, coach and train other team members in SAP and Excel
- Assist with any other tasks assigned by Superior as and when required.

**QUALIFICATION AND EXPERIENCE**

- Candidate must possess at least a Bachelor's Degree, Post Graduate Diploma or Professional Degree in Finance/Accountancy or equivalent.
- Intermediate level in Excel and experience in using SAP (preferable)
- Good command of English language and Malay (written and spoken)