**All positions below are available. Updated on 4/11/2015**

**Job#01**

***Position:*** Accountant

***Hiring Company:*** Co-Easy Bizservice Pte. Ltd.

***Location:*** 21 Bukit Batok Crescent, WCEGA TOWER, Singapore 658065

***Salary:*** Negotiable

***Job Requirement:***

Co-Easy is trying to find suitable accountant for company growing purpose.

* must have accounting and tax related experience,
* good attitude
* better communication skills
* keen to learning

**Job#02**

***Position:*** Bilingual Journalist & Editor

***Hiring Company:*** Cental Media Pte. Ltd.

***Location:*** 30 Branksome Road, Singapore 439561

***Salary:*** Negotiable

***Job Description:***

* To conduct bilingual interviews, news editing, thematic planning and other editorial work.
* To maintain social media including Facebook, Wechat, newsletter and other new media portal.
* Photography, video shooting and editing.
* To coordinate with marketing team for business development in SEA region and client relationship management.
* Other work allocated by the Director.

***Job Requirements:***

* Strong communication ability in both English and Chinese.
* Background in PR, Communication, Marketing or related areas is a plus.
* Industry background in finance, real estate, health, energy, etc is a plus.
* Good organizational and interpersonal skills.
* Self-motivated and meticulous to details.

**Job#03**

***Position:*** Marketing and Business Development Associates

***Hiring Company:*** Cental Media Pte. Ltd.

***Location:*** 30 Branksome Road, Singapore 439561

***Salary:*** Negotiable

***Job Description:***

* To conduct bilingual interviews, news editing, thematic planning and other editorial work.
* To maintain social media including Facebook, Wechat, newsletter and other new media portal.
* Photography, video shooting and editing.
* To coordinate with marketing team for business development in SEA region and client relationship management.
* Other work allocated by the Director.

***Job Requirements:***

* Strong communication ability in both English and Chinese.
* Background in PR, Communication, Marketing or related areas is a plus.
* Industry background in finance, real estate, health, energy, etc is a plus.
* Good organizational and interpersonal skills.
* Self-motivated and meticulous to details.