



JOB DESCRIPTION

Position Title : Cashier / Priastiti

Report to : Director

Responsibilities

- Receiving all payment
- Update menu of service
- Provide receipt for all payment
- Inputting daily expense data to journal book
- Handling ticketing
- Make and scanning visa reimburse
- In charge of purchasing for company
- Salary payment
- Budget Controlling

Additional job :
Assist social medial platform

Qualification

- Degree in accounting
- Experience in accounting job
- Computer skills
- Communication skills

CRUISE AGENCY