

Junior Assistant (Audit Department)

(Male/Female) (1) Post

Job Description

Audit Support & Documentation

- Assist in organizing audit documentation and maintaining audit files.
- Draft simple working papers and summaries under supervision.
- Support preparation of audit reports and follow-up documentation.

Data Collection & Analysis

- Collect data and perform basic analyses to support audit procedures.
- Help perform walkthroughs and preliminary testing of controls.

Coordination & Compliance

- Coordinate with departments to schedule audit activities.
- Maintain confidentiality and professionalism during audit engagements.
- Stay updated on basic audit principles, internal policies, and regulatory requirements.

Job Specification

- Any Fresh Graduate (Business /Economics/Accounting Degrees Preferred)
- 0–2 years of experience in auditing, accounting, or administrative support.
- Basic knowledge of stock audit and inventory control
- MS Excel, Word, and basic computer knowledge
- Good communication & teamwork skills
- Attention to detail and honest work ethic
- Applicants must be under 25 years of age

Benefit

- Meal & Transportation Allowance
- Organizational refreshment
- Learn new skills on the job

Working Hours(9:00 AM to 5:00 PM)

Off Day (Saturday, Sunday & Public Holiday)

If you are interested in this position, please contact us at this email

(mpuadmin@mpu.com.mm) before 18th December 2025.