

## **Junior Assistant (Audit Department)**

**(Male/Female) (2) 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.

### **Job Specification**

- Any Fresh Graduate (Business /Economics/Accounting Degrees Preferred)
- 0–1 year of experience in auditing, accounting, or administrative support
- Basic understanding of financial statements and internal controls
- MS Excel, Word, and basic computer, knowledge of audit software is a plus
- Good communication & teamwork skills
- Attention to detail and honest work ethic
- Ability to maintain confidential information
- Applicants must be under 25 years of age

### **Benefits:**

- Meal and Transportation Allowance
- Organizational Refreshments
- Opportunity to learn new skills on the job
- Annual Bonus / Provident Fund

**Working Hours:**

- 9:00 AM – 5:00 PM
- Off days: Saturday, Sunday, and public holidays

If you are interested in this position, please contact us at this email ([mpuadmin@mpu.com.mm](mailto:mpuadmin@mpu.com.mm)) before 31 May 2026.