

# WE ARE RECRUITING

## An 'Accounts Coordinator'

### Duties and Responsibilities

- Prepare costing reports and provide analysis
- Participate in projects which will foster cost effectiveness and productivity
- Responsible for the processing of Accounts Payables
- Assist in the preparation of the annual budget
- Follow - up of banking activities
- Ensure adequate cash flow
- Organise and conduct inventories and prepare reports
- Ensure adherence to stock management procedures

### Profile

- Degree in Accounting, Finance or an equivalent professional qualification
- 5 years proven working experience
- Knowledge of cost accounting and strong analytical skills
- Knowledge of accounts payable
- Ability to work autonomously as well as in a team
- Reliable & dynamic with a positive attitude
- Proficiency in Microsoft office suite with strong Excel and Dynamics skills

Interested candidates should forward their resume by latest Friday 28<sup>th</sup> February 2020 to the Human Resources Department,

Panagora Marketing Co. Ltd | Tel : 601 8300 | Email : [hr.panagora@eclosia.com](mailto:hr.panagora@eclosia.com)

**Only the best candidates will be called for an interview**