

WE ARE RECRUITING

An 'Accounts Coordinator'

Responsibilities

- Analyze the Creditors Report (foreign) and ensure compliance with credit terms
- Verify invoicing and make follow up of "Purchase Orders" (PO) for imported products
- Manage the purchase of foreign currencies through the "Group Treasury"
- Submit MRA returns and attend to relevant queries
- Analyze and share costing results on time
- Monitor stock developments and take corrective actions (D365 and Sales Cube)
- Monitor KPIs and recommend on the corrective actions
- Assist on projects which will foster cost effectiveness and productivity

Profile

- ACCA or CIMA Level 2
- Minimum 3 to 5 years proven working experience
- Analytical and solution driven
- Ability to work autonomously as well as in a team
- Reliable & dynamic with a positive attitude
- Meticulous/rigorous
- Ability to meet deadlines
- Proficient in the use of Microsoft Office mainly Excel

Interested candidates should forward their resume by latest Wednesday 20th December 2023 to the
Human Resources Department,

Panagora Marketing Co. Ltd | Tel : 601 8300 | Email : hr.panagora@eclosia.com

Only the best candidates will be called for an interview