

Indonesia Jobs Expertini®

Admin Finance

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Company: Abubasteak

Location: Indonesia

Category: other-general

As an employee of our company, you will collaborate with each department to finish the job. Come work at a growing company that offers great benefits with opportunities to moving forward and learn alongside accomplished leaders. We're seeking an outstanding member of team. This position will input all financial transactions in our system. We expect the candidate to be diligent, proactive and have a get it done spirit. To be successful, you will have solid solving problem skills. Basic Accounting Ms. Office (Excel, Word, PPT) Administrative Work Responsibilities Manage and compile financial reports, notes/notes/invoices, and accounts Recording and input financial transactions in our system Making monthly financial and management reports Qualifications Bachelor (S1) Degree or Diploma (D3) in any major, prefer majoring accounting Outstanding in use Microsoft Excel and any accounting software or integrated software Good knowledge in basic accounting Willing to be place at Head Office Jakarta Selatan Nice to have Experience in same field for a year, fresh graduate are welcome Well grooming and good appearance Any specific training or certification on accounting/finance is a big plus

#J-18808-Ljbffr

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