| تكنولوجيا المعلومات والاتصالات | *JOB VACANCY* |

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A leading company in KSA is seeking to fell the following positions

| 1- | |

Job description:

- Responsible for administering all aspects of the accounting function including receivable, payroll proce

- Under direction, plan, organize and execute professional-level accounting work in connection with the

- Daily account transaction.

- General ledger/ chart of accounts.

- Cost accounting and variances analysis.

| 2- | |

Job description:

- Responsible for performing highly specialized accounting work required to maintain the authority's gen

- Directs and coordinates the daily activities of the accounting staff to quickly and accurately record the r

- Responsible for preparing annual financial statements and coordinating the authority's annual audit.

- Oversees the daily accounting activities.

- Reviews the work of the accounting staff.

- Ensure an accurate and timely monthly, quarterly and year end close.

- Supervise the general ledger group to ensure all financial reporting deadlines are met.

3-

Job description:

- Responsible for providing support in the various human resources.

- Functions, which include recruitment, staffing, training and development, performance.

- Monitoring and employee counseling, compensation and benefit & other HR activity.

- Maintaining employee records and assisting HR management.

- The position generally reports to the Human Resources or office manager.

4-

5-

Job description:

 - Entering data into the database for maintaining accurate record.

- Answer phones, help find job applicants or create reports for managers, conducting and organizing adr

- Arrange and confirm appointments.

- Handle incoming mail and other material.

- Set up and maintain filing systems.

- Maintain databases.

- Communicate verbally and in writing to answer inquiries and provide information.

- Coordinate the flow of information both internally and externally.

- Manage office space and other Admin tasks.

Qualified candidate are required to send their CVs to:

contact@targetjo.com

TARGETJO

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