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Cluster Accounts Payable Jobs in Dubai | Hilton Garden Inn Careers

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Company: Hilton Garden Inn

Location: dubai

Category: other-general

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Description: An Accounts Payable Clerk / Assistant will fully support the Accounts Payable function within the Finance department by following procedures, understanding the purchasing system completely, and training others to use the system and follow procedures.

Job Responsibilities: Use the company purchasing system, to match all invoices and purchases orders

Manage the cheese processing system

Meet all payment deadlines

Monitor and control the Accounts Payable process Job Requirements: Previous experience in a high volume Accounts function

Computer literate, with good MS Excel skills

Good time management and organisation skills

Passion for providing superior customer service #J-18808-Ljbffr

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