

FINANCE AND ADMIN EXECUTIVE Jobs In Sharjah | THE TEAM BUILDERS

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Company: THE TEAM BUILDERS

Location: sharjah

Category: other-general

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About the job

Our client is a leading chemical distributor for the industrial sector in Dubai.

Key Responsibilities:Managing financial records and bookkeeping: This may include maintaining accounts payable and accounts receivable records, reconciling bank statements, and ensuring accurate record-keeping for financial transactions.

Preparing financial statements: This involves generating income statements, balance sheets, and other financial reports that provide an overview of the company's financial performance.

Coordinating with other departments: This role often requires collaboration with other departments, such as sales or operations, to ensure accurate financial reporting and to support business objectives.

Assisting with budgeting and forecasting: An accounts admin & operations professional may be involved in developing and managing the company's budget and forecasting future financial performance.

Responding to inquiries and providing customer service: This role may involve responding to inquiries from customers or vendors regarding financial transactions, resolving issues, and providing general customer service.

Performing administrative tasks: This may include scheduling appointments, managing calendars, and other administrative duties as assigned.

Operations Support: Providing support to various operational functions, such as purchasing, logistics, and customer service, as needed.

Compliance: Ensuring compliance with all relevant financial and regulatory requirements, including tax laws and regulations.

Scrutinizing Letter of Credit: This includes finding discrepancies in the LC and having it amended to ensure that clean LCs are received.

Import & Export documentation: This involves generating all export documents including certificate of origin from chamber of commerce and submitting to the bank for collection.

Qualification & Experience: Bachelor's degree in accounting, finance, or a related field.

3+ years of experience in Import & export documentation, accounts payable, accounts receivable, general ledger, and/or payroll.

Knowledge of generally accepted accounting principles (GAAP).

Strong attention to detail and accuracy.

Excellent communication and interpersonal skills.

Proficiency in Microsoft Office, particularly Excel.

Experience with accounting software, such as Tally or SAP, is preferred.

Ability to work independently and prioritize tasks in a fast-paced environment.

Strong problem-solving and analytical skills.

Ability to maintain confidentiality and exercise discretion.

Available immediately to join

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