

Finance Coordinator Jobs In Abu Dhabi | Black Pearl Consult

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Company: Black Pearl Consult

Location: abu dhabi

Category: other-general

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Our client, a large manufacturing company, is looking for Finance Coordinator to be based in Abu Dhabi, UAE. The responsibilities would include but not limited to:

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Responsibilities

Coordinate with the Finance section pertaining to the arrivals of new employees, existing employees' requests, guests / clients

Prepare all correspondence like emails, checks, and other documents to the Finance Director and Manager's signatures

Prepare and update reports, documents, presentations as and when required.

Administer and coordinate the meeting agenda of the Division

Reporting directly to the Finance Director and other administrative work related to the Finance Division.

Compose, review, follow- up and track on internal and external correspondence.

Follow up any requests required by any Division/Department and respond to them accordingly once the request is done.

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Requirements

A bachelor's degree in related field.

Minimum of 3 years' experience in this position.

With background in Accounts or PA.

With strong communication skills.

Preferably someone who can speak Tagalog or Hindi.

Proficient in all Microsoft Applications.

Willing to work in Abu Dhabi.

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