

Temp – Finance Administration Coordinator Jobs In Dubai | Confidential

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Description:

Administration Coordinator / project for the incorporation to the licensing stages. Supporting management/central team in providing them with the conditions and requirements of relevant authorities (Ministry of Commerce, DED, Municipality, MOH), during the process of establishing new entities/ licenses:/

Responsibilities:

The Finance Coordinator is responsible for overseeing, coordinating and administering the financial records and systems. Including accounting, bookkeeping, benefits, record keeping, and all related to financial and office administration.

6 Months contract. Would go permanent depending on the business requirement.

Will be working in a team and directly reporting to Assistant Accounts Manager.

Requirements:

2-3 years of Accounting background.

Hands-on experience working on Oracle software.

Excellent verbal and written communication skills.

Only candidates on sponsored visa (Dependent) will be considered.

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