

Coordinator / Junior Accountant

Midwest Oil & Gas Inc
www.midwestoilgas.com
jobs@midwestoilgas.com

Maintaining Financial Information:

Coordinate collect, update and maintain financial information, invoices, reports, statements from different sources/projects, assess and compile routine reports including accounts payable, vendor confirmations and reconciliations, material movement, asset purchase and movement IN ORDER TO ensure effective maintenance of financial information complying with statutes and guidelines and routine maintenance of the filing system.

Credit and Disbursement:

Maintain petty cash fund. Ensure invoices are accounted time, process monthly payables as per policy, follow up and liase with customers and internal departments for accounting, processing and payment within agreed credit terms. Liaise with suppliers and sub contractors for cheque collection.

Skills

2 - 4 years of experience in the Finance and Accounts function in a large organization. Previous experience as a coordinator in sales / logistics can also be considered.

Read, Write and Speak - fluently - English, (Hindi and Arabic) Advantage
Computer literate with ERP exposure.

Salary and Benefits:

Rotation: No

Shift: 8.30 AM to 4.30

Passport Validity: Minimum 3 Years - Midwest will arrange for your visa

Salary: \$38,000 for one year contract, plus airfare to Dubai, and retune to your city at the end of the contract.

Accommodation: You will be sharing a four bedroom apartment with other employees of the company located in Sharjah/ UAE. Approximately 20 minutes driving time to office in free zone.

Company car: not provided by Midwest or the contractor, however you will be pickup morning and returned afternoon by company service car.

This job requires working in Dubai free zone, and Travel every Monday and Wednesday to drilling site near Abu-Dhabi.

Contract is for one year. However current contract is subject to extension by main drilling rig contractor.

Salary: \$38,000 for one year contract, plus accommodation and airfare.

Candidates:

No phone call

Please submit only one page resume.

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