

# Data entry, Accounting- Offshore/ Dubai

**Midwest Oil & Gas Inc**  
[www.midwestoilgas.com](http://www.midwestoilgas.com)

Have you worked with purchase orders, invoices and have knowledge of some basic accounting? Does your ideal environment offer independence, responsibility and stability? If so then this maybe the right position for you!

What you will do:

- . Data-entry and processing of purchase Orders
- . Provide courteous and informative customer service
- . Process all orders accurately and efficiently
- . Entering and posting of inventory
- . Take warranty calls and speak to the vendors regarding the damages/services
- . Schedule incoming and outgoing freight
- . Work well with other departments and provide a good working atmosphere
- . Update and input customer profiles, customer contracts, quotes and generally keep all the customer data updated and current
- . Provide sales with information on order's and/or conflicts
- . Invoicing and data entry of accounts payable
- . Assist in day to day activities as required by management.

## **Requirements:**

Minimum requirements Accounting Diploma  
Proficient in MS word, Excel, Outlook  
Strong organizational skills, filing and

## **Salary and Benefits:**

Rotation: No

Passport Validity: Minimum Two Years - Midwest will arrange for your temporary 6 months visa

Salary: \$25,000 for 6 months contract, plus airfare to Dubai, and retune to your city at the end of the contract.

Accommodation: You are sharing a two bedroom apartment with other employee 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 return afternoon by company service car.

This job required to be working in Dubai. Contract is for 6 months period. However current contract is subject to 6 months extension by main drilling rig contractor.

Salary: \$25,000 for 6 months contract, plus accommodation and airfare

## **Candidates:**

**No phone call**  
**Please submit only one page resume.**

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