

Accounts & Admin

Vacancy: 01

Job Context: We are looking for Accounts & Admin executive.

Job Responsibilities

- Oversee daily expenditures, vouchers, checking bills and daily cash transactions; Well conversant in Accounting System & Standard.
- Cost control and monitoring daily cash expenses.
- Timely and accurate recording of all financial transactions in line with organizational system
- Daily reporting to higher authority / management.
- Counselling, Managing IELTS exam registration for British Council, IELTS coaching & student admission managing.
- Should have ability on professional email writing and correspondence with representatives of international institutions.
- Excellent communication & writing skill in English, Professional email writing skill.
- Maintain banking functions independently, keeping liaison with our partners and banks for financial issues.
- Should have competency on Excel & computer software.
- Have to maintain the administrative issues.
- To perform any other job as per requirement.

Employment Status: Full-time

Educational Requirements

- Bachelor Degree or Master Degree any Reputed University.
- Good proficiency in English

Experience Requirements

- 1 to 2 year(s)

Additional Requirements

- Age 23 to 30 years
- Both males and females are allowed to apply
- Having minimum 1-2 years of related job experience in a reputed organization.
- Very good command in Ms-Excel and Ms-Word.
- Having good interpersonal skill.
- Pleasing personality.
- Decision making ability.
- Ability to work independently.

Job Location: Edumig, Chittagong

Salary: Negotiable

Compensation & Other Benefits

- Salary Review: Yearly
- Festival Bonus: 2
- As per company Policy

Send CV at: info@edumig.com

Last date: 20 Nov 2020