

Accounting and Office Administrator

EPPC Kosovo, on behalf of its client, a **leading company** distributing products from a global manufacturer of construction equipment, and industrial engines, is recruiting an **Accounting and Office Administrator**.

Essential responsibilities:

- Recording purchases in the company's accounting system.
- Handling new item entries and preparing sales invoices according to company standards.
- Issuing fiscal receipts for cash sales and processing new client and supplier entries.
- Collaborating with the finance and administration office in Tirana for VAT-related tasks.
- Preparing daily copies of supporting documents for company transactions.
- Coordinating with the sales department for periodic reconciliations and client updates.
- Managing relationships with local suppliers and ensuring invoicing compliance.
- Generating sales reports in accordance with local management requirements.
- Recording technicians' work hours in the Microsoft Dynamics Nav system.
- Coordinating with local staff for timely and accurate bank transactions.
- Handling visitor reservations and office needs.
- Preparing monthly attendance lists.

Qualifications and competencies required:

- Bachelor's degree in Economics or a related field.
- 2–5 years of relevant work experience in administrative and accounting roles.
- Proficient in English.
- Familiarity with accounting software, preferably Microsoft Dynamics Nav.
- Excellent communication and collaboration abilities.
- Strong organizational and multitasking skills.

Facts and Figures:

Position:	Accounting and Office Administrator;
Location:	Prishtina District;
Salary:	Competitive;
Contract:	According to Labor Law of Kosovo;
Deadline:	14.01.2024.

How to apply:

To apply for the position, please send your CV and related documents, specifying the position you are applying for "**Accounting and Office Administrator** ", to the email address:

kosovo@eppc.al

You will be contacted by EPPC Kosovo only if your CV and supporting documents are qualified by our evaluation team.