



HIRING **ADVISORY**

Migrant Workers Office - Riyadh

POSITION *ADMINISTRATIVE ASSISTANT
(FINANCE) – CONTRACT OF SERVICE*

Job Description:

- Reconcile bank and other financial accounts.
- Process payments and ensure compliance with office policies and procedures.
- Support monthly payroll and keep organized records.
- Record accounts payable.
- Maintain database and filing system.
- Collect and review data for reports.
- Assists in the preparation and coordination of audit and other financial assessments.
- Preferably with experience in clerical work.
- Provide support to the Finance Team in other areas as required.
- Perform other services that may be required in the exigency of the service.

Qualifications:

- Bachelor's Degree.
- Good knowledge of accounting and bookkeeping procedures.

- Proficiency in computer applications and familiarity with accounting software.
- Preferably with experience in clerical work.
- Strong problem-solving skills with excellent attention to detail for noting errors.
- Can communicate and work efficiently.
- Possess good time-management.
- Must present medical certificate that applicant is fit to work in-person and handle face-to-face interactions.
- The successful candidate must be able to secure a local residence and work permit in Saudi (iqama) OR already have the right to work and reside in Saudi. (The Philippine Embassy will not provide visa sponsorship.)

INTERESTED APPLICANTS MAY SUBMIT THEIR PERSONAL DATA SHEET (PDS), PERSONAL HISTORY STATEMENT (PHS), AND VALID NBI CLEARANCE VIA EMAIL:

mwo_riyadh@dmw.gov.ph

SCAN THE QR CODES FOR THE DOWNLOADABLE PDS AND PHS FORMS:

