



Manpower is a worldwide innovative forerunner and leader in the field of employment through the provision of services and workforce management solutions for clients and helping people in their career development with the aim of understanding the needs of the clients and candidates in the changing world of work.

On behalf of our client, international production company, Manpower Serbia is searching for a motivated candidate to take the challenge and to successfully fulfill the position of:

Bookkeeper

(Location: Stara Pazova)

Job Description:

- Accounting activities: reconciling bank statements, incoming and outgoing invoices, billing
- Assisting in the financial and administrative assignments
- Monitoring regulations relevant to the work of the company
- Reporting and cooperation with the administrative team
- Other administrative assignments

Candidate Profile:

- Educational background in Economics
- At least five years of professional experience in bookkeeping
- Experience in production company
- Fluency in English
- Excellent PC literacy
- Good communication skills

The selection process is taking place NOW!

If you consider yourself appropriate for this position, we invite you to apply for the position through our website

www.manpower.rs, advert ID #1676

Deadline for applications: 15.10.2016.

Manpower is an Equal Opportunity Employer and considers applicants for all positions without regard to gender, marital status, national origin, age, creed, religion, race, color, ancestry, sexual orientation, physical or mental disability.

All applicants will be informed and shortlisted candidates will be invited for an interview.