



GMY CONSULTING GROUP /

ООО “ДЖИ М ВАЙ КОНСАЛТИНГ ГРУПП”

УНП 192996999

Адрес: 220033, г.Минск, ул.Тростенецкая 8, офис 9

р/с BY90PJCB30120546051000000933 в ОАО “Приорбанк”

БИК PJCBVY2X

Junior Accounting Assistant

Who are we:

We are a locally based company that is a subsidiary of a New York accounting firm which provides outsourcing solutions for American based businesses in variety of industries, which include but are not limited to: real estate, retail, e-commerce, development and medical fields.

What are we looking for:

We are looking for a bright individual who is proficient in English and wants to pursue a career in accounting and administration. Someone who is well organized and detail oriented and able to start right away.

Why you will want to work with us:

We will help you become a solid professional
We will teach you to use the software which we use
You will be a part of a team, not just an employee

We will be conducting interviews in Minsk between November 22-November 30

Job Description:

- Data Entry
- Accounts Receivable Management
- Assistance to Senior Management

Requirements:

- ENGLISH PROFICIENCY IS A MUST
- Computer Literacy
- Excel & Word Proficiency
- Accurate and Detail-Oriented
- Ability to Work Flexible Hours if Needed and Start Immediately

Conditions:

- 1 Month Paid Training
- Compensation Commensurate With Performance

Please send your CV in English to e-mail jacob@gmyconsulting.com