



Secretary cum Accountant

URGENT !!!

Strohal Legal Consultants looking for someone to join our firm as a full time executive secretary cum accountant for our law firm in Ras al Khaimah ,UAE

Responsibilities

- Handling office tasks such as filing, generating reports and presentations, setting up for meetings, ordering supplies, Answering phone calls, schedules meetings, support visitors
- Excellent in email & letter drafting, Follow up quotation, Monitoring of Billings and invoices , Drafting simple contract with template
- Perform other clerical accounting duties such as invoices, bank transfer, utility bill payments, clients' account management, preparing VAT declaration.
- Must have excellent communication skills in English
- Nice to have knowledge of Arabic and/or German
- Excellent attention to detail
- Ability to work fast under pressure.
- Preparing and disseminating correspondence,
- Correspond with clients
- Contact with free zone , visiting and negotiating with Banks
- Minimum 2 years of work experience
- Work in Ras al khaimah
- Start immediately

Payment according to skills and experience

Application with CV and photo send to : tete@advocates.cc