

Job Description

“Plant of Pure Iron” OJSC is looking for a highly motivated Accountant to join its team.

Job Responsibilities

- Accept and check the production reports prepared by production units, recommend necessary changes in those reports, if any
- Closely cooperate with production clerks and assist them in preparation of relevant production reports
- Register transactions related to the Property, Plant and Equipment (PPE) and inventory in the accounting software
- Participate in PPE and inventory counts of the Company
- Prepare management accounting reports and submit to supervisor’s approval
- Perform other accounting and finance related tasks

Required Qualifications

- Bachelor's degree in Accounting, Finance or a related field
- Excellent skills of MS Office package, especially Excel is an obligatory
- Fluency in English

Application Procedure

Please apply to this job by sending your cover letter and resume to the following job@pureironplant.am email by 29.05.20.

About Company

“Plant of Pure Iron” OJSC is a leading enterprise in processing molybdenum concentrate in the Republic of Armenia