

ADMINISTRATION CLERKS / ACCOUNTS CLERKS

Responsibilities:

- To assist the Admin officer in the admin and accounts matters
- To handle book-keeping and accounting tasks
- To calculate and prepare wages
- To check invoices and prepare payment vouchers
- To handle all the various mine administrative matters and mine accounts
- Various other miscellaneous but numerous tasks in the administration work for a mining operation

Requirements:

- SPM or higher qualification in administration and accounts
- A few years experience is preferable
- Good book keeping knowledge & skills. Good accounting knowledge is an added value
- Well versed with computers (Microsoft Word, Excel & others)
- Able to work independently with minimum supervision
- Must be willing to be relocated