



Recruitment Request Form

Job Title **CHIEF ACCOUNTANT**

Section	ACCOUNTS	No. of vacancies	02
Department	ACCOUNTS	Date required	IMMEDIATELY
Company	SAUDI ARCHIRODON LTD.	Reporting to	COMMERCIAL MANAGER
Location	SAUDI ARABIA	Supervising	

Brief Description of Job:

- Should have knowledge in handling all facets of financial / management accounting with a group of accountants.
- Would need to have expertise and technical know-how to work in a fully computerized environment.
- Should have the potential to take-up higher responsibilities.
- Would need to have the ability to work on a multi tasks and under pressure.
- Should possess leadership qualities and administrative skills.

Main Specification:

- The applicant should have thorough knowledge in accounting theories.
- Should be self-motivated, a team player and report to the project/site management.

Qualifications:

- The applicant should be post graduate in Commerce / accounting from recognized/reputed university. A higher qualification will be an advantage.
- Five years experience out of which at least two years in similar position and field.

Special Equipment	Good knowledge of computer
Languages	Should have the excellent communication skills in English
Physical Requirements	Between 30 to 40 years of age
Characteristics	Energetic, Hard working and physically fit.
Nationality	INDIAN

Hours of Work (Basic)	08 Hrs
Over Time	Closed Salary (Inclusive of OT)
Pay Basic	Depends upon qualification & experience

Family Status	No / Single Status
Holidays	As per law
Others	As per Company's Policy

Requested By :
Name & Title : Ioannis Kondylis
HR Officer
Date : 28/07/2010

Approved :
Name & Title : JKL
Regional Manager
Date : 28/07/2010