

ECSTACY LIMITED

NGARA.

H/R / ACCOUNTS ASSISTANT JOB DESCRIPTIONS.

1. Recruiting & Staffing & Instilling discipline among the staff.
2. Inducting new employees.
3. Renewal of all Ecstacy permits upon expiry.
4. Handling all job related conflicts & being vocal when required.
5. Preparation & Issuance of all job contracts.

-Through the timing machines/ attendance book, preparing good analysis on staff absent days / Lateness summary.

-Updating Debtors collection slips

-Invoicing where necessary.

JUNIOR ACCOUNTANT

1. Invoicing
2. Receiving goods from Suppliers.
3. Checking goods before leaving our premises.
4. Preparing junior Staff Payroll
5. Being in charge of Stocks
6. Creditors payments & Reconciliation
7. Debtors collections.

salary accounts +hr : 55 k plus minus -Cpa 1 / 2 but with some H/r experiece

junior accounts : approx 35 plus minus -Cpa 1/ 2

Company -Ecstacy Limited

Due date-By end of January 2025

Emails -rushabrshah@gmail.com

Copy-kuboba@yahoo.com