ASSISTANT IN ACCOUNTS & ADMINISTRATION (KARACHI)

Goethe-Institut Pakistan is looking for an assistant (full time) to perform administrative & accounting tasks for its Administration department in Karachi.

Start Date: April, 2020

The Goethe-Institut is the cultural institute of the Federal Republic of Germany with a global reach. We promote knowledge of the German language abroad and foster international cultural cooperation.

Following are the requirements:

- MBA (Finance or HR).
- Prior Knowledge of SAP (Module Financial Accounting).
- Ideally good command of German or the willingness to learn German
- Knowledge of office management system & procedures.
- Excellent time management skills and ability to multi-task and prioritize work.
- Proficient in MS-Office
- Excellent communication skills of English language (written and verbal).

Specific duties will include (but are not limited to):

Job description:

- Provide administrative support in prompt and professional manner.
- Cash Management and Accounting Bookings according to International Standards of Accounting.
- Provide Support to Head of Administration during Monthly & Yearly Closing.
- Different organizational and managerial tasks assigned from director.

Submission deadline: February 10, 2020

Please email your written application only with the following required documents

admin-karachi@goethe.de