



Dr. Pendl & Dr. Piswanger Albania, the Human Resources Consulting Company, very successful in Albanian market since 2001, branch of Dr.Pendl & Dr.Piswanger GmbH in Vienna, is currently looking on behalf KCA Deutag Albania for potential candidates for the position of :

Finance & Admin Manager

Main Responsibilities of the position include:

- Ensure financial compliance / follow KCAD internal manuals and policies
- Submit timely and accurate financial reports
- Keeping tax and social security submission deadlines and liaise with local audit firms / law firms / office task of the operation
- Focal point for local authorities -> Tax, social security, AKBN, other local requirements
- Cash flow management, local bank relationship
- Support of operation from day-to-day business beyond general finance and administration work
- Local cost management – performance improvement -> low costs
- Optimisation of local business processes
- General booking in SAP
- Undertake regular audits and spot checks / follow policies

Job Knowledge Skills and Experience:

- Bachelor or Master studies in Business Administration, Finance, Accounting or Management
 - Minimum of 5 years of financial experience, preferably in international companies or institutions
 - Experience managing finance and administration operations and reporting functions
 - Demonstrable proficiency with Microsoft Office tools and other ERP, preferably SAP
 - Good organization, time management and prioritization
 - Excellent communication ability, fluent in English language both written and verbal.
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- **Duration of contract:** **6 Months with possibility for extension**
 - **Place of work:** **Durres**

Most Challenging Aspects: *Start up period / mobilization. Set up of internal organization, office management*

Interested professionals are invited to send their professional resume until **15.03.2022** to the following e-mail address: L.zhebo@pendlpiswanger.com

