

EME GROUP NMK SHPK is the exclusive distributor of the international brand Schindler in the Republic of North Macedonia, known for the sale, installation and maintenance of elevators, escalators and moving walkways. We are currently seeking to hire for the following positions:

➤ **JOB POSITION: 2. FINANCIAL OFFICER**

DUTIES AND RESPONSIBILITIES:

- Register purchase/sales invoices in financial programs;
- Verify purchase invoice details and communicate with EME staff involved in procurement;
- Record bank transactions (deposits/withdrawals);
- Monitor and register cashier transactions (payment/receipts);
- Accurately allocate costs (transport/customs duties, etc.) per item (elevators/spare parts);
- Register signed contracts with clients/Schindler suppliers in the database;
- Prepare periodic reports and reconcile with the accounting office.

QUALIFICATIONS:

- University degree in Economics (Preferably finance);
- Proficiency in computer and financial software;
- Minimum three years of work experience;
- Excellent command of English (mandatory);
- Strong communication and teamwork skills;
- Detail oriented and committed during working hours;
- Motivated and responsible;
- Must protect company intellectual property and confidential information;
- Preferred age: over 25 years.

WORK LOCATION: Road 1647, no.4/A1-1-95, Skopje – Gazi Baba

WORKING HOURS:

- Monday – Friday: 08:00 – 17:00 (lunch break 12:00-13:00)

- Saturday: 08:00 – 12:00

SALARY AND BENEFITS:

- A satisfactory salary for the employee and excellent working conditions;
- Career growth opportunities based on experience;
- Training and qualification programs.

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