



CINEPLEXX International is an Austrian cinema company with over five decades of experience in cinema field. In the Macedonian market, Cineplexx owns the only multiplex cinema opened in Skopje City Mall. For our company in Skopje, we are looking for candidate for the following position:

ASSISTANT ACCOUNTING MANAGER

Workplace: Skopje

Responsibilities:

- Process of register and verifying all incoming invoices according to a given workflow scheme;
- Invoicing;
- Bookkeeping of documentation;
- Preparation of bank transfers;
- Prepare, reconcile and forwarding of reports to different addressees;
- Taking care about import/export;
- Preparation of employment contracts, as well as the necessary documentation for the registration employment process;
- Handling daily office and administrative tasks;

Requirements:

- University degree in related field;
- Previous experience in the same or in similar positions;
- Necessarily experience in bookkeeping of documentation;
- Computers skills, advanced knowledge of Excel;
- Good communications skills in English;
- Teamwork ability, as well as willingness to learn;
- Responsible, reliable and flexible with high organizational and analytical skills;

CINEPLEXX offers you a long-term work position in a serious and friendly work environment in a company with European standards.

If you think that you are the right person for our team in Skopje, please send your application in English to: kino@cineplexx.mk.

Note: We will contact only the selected candidates.