

**WE'RE
HIRING!**



COAL MINING

"ACCOUNTING OFFICER"

Job Description:

- Preparing journal entries, analyses, and account reconciliations.
- Assisting with monthly close processes.
- Prepare documentation for external auditors
- Maintain payment documents

Requirements:

- Bachelor's degree in accounting or finance required.
- Experience in the same position min 1 year (fresh graduate are also welcome)
- Strong numeracy, analytical skills, detail-oriented, and tight deadlines
- Good use of Microsoft Office Word and Excel
- Work Location: South Jakarta

Please Submit your complete resume with subject "Accounting Officer - name" to recruitment.haa@admire-corporation.com

**WE'RE
HIRING!**



COAL MINING

"FINANCE OFFICER"

Job Description:

- Verification payment documents
- Provide supplier payments
- Handling daily petty cash transaction and bank reconciliation
- Keep accurate records for all daily transactions

Requirements:

- Bachelor's degree in accounting or finance required.
- Experience in the same position min 1 year (fresh graduate are also welcome)
- Good communication skill
- Hardworking, trustworthy, and ability to work under pressure and tight deadlines
- Good use of Microsoft Office Word and Excel
- Work Location: South Jakarta

Please Submit your complete resume with subject "Finance Officer - name" to recruitment.haa@admire-corporation.com

**WE'RE
HIRING!**



COAL MINING

"PURCHASING OFFICER"

Job Description:

- Performing ability to proceed PR in term for PO administration process
- Conducting product research and sourcing new suppliers
- Monitoring purchase performance process
- Evaluate status of purchasing process

Requirements:

- Bachelor's degree in Business, Management, or related field may be required
- Having experience in the same position min 1 year
- Good Negotiation & Communication, Data processing & purchasing management
- Good Organization and ability to manage the priorities
- Work Location: South Jakarta

Please Submit your complete resume with subject "Purchasing Officer - name" to recruitment.haa@admire-corporation.com