

## Project Administrator

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Company: INTECH

Location: Pakistan

Category: business-and-financial-operations

### About The Position

We are looking for a Project Administrator to play a vital role in performing project coordination between stakeholders, project logistics management, periodic financial reporting, time sheet collection, invoicing, follow-ups, internal audits, team & customer coordination and maintain record.

Keeping track of all project payments and expenditures, purchase orders, invoices, statements, etc.

Prepare Monthly preparations of WIP and Management Reports.

Creating and measuring business insights through business dashboards

Reconciling processed work by verifying entries and comparing system reports to balances

Maintaining historical records

Paying employees by verifying expense reports

Preparing analyses of accounts and producing monthly reports

### Requirements

ACCA Qualified or finalist working towards a recognized professional accounting qualification (e.g., ACCA, CIMA, ACA, etc.)

Minimum of 1 to 3 years' experience in a similar role

Strong Excel spreadsheet skills and a demonstrable understanding of how to extract and analyze management information from core

Knowledge in producing management accounts and demonstrate aptitude for understanding budgets/forecasts.

Ability to handle multiple tasks in parallel

Strong interpersonal & communication skill

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