



Career Opportunity Project Accountant Administrator

PRIMARY PURPOSE OF THE POSITION

The incumbent is responsible to actively manage project contracts, cost analysis, cash flow as well as reporting on projects done by DK Construction. Day to day office administration will also be high priority.

REQUIRED MINIMUM PRACTICAL EXPERIENCE

1. At least five years relevant experience in Project/Cost Accounting with an in-dept knowledge of contract schedules and contract payments
2. Computer literacy in at least Microsoft applications and preferably Project Accounting Software.
3. Technical knowledge and experience in working on construction contracts with Project Managers on civil/building projects will be a definite advantage.

REQUIRED SKILLS

1. Self-starter.
2. Ability to work without supervision.
3. Ability to work under extreme pressure.
4. Exceptional record keeping.
5. Good interpersonal relations and communication skills.
6. Ability to handle confidential information.
7. Attention to detail.

For further information please visit our website for the relevant application forms and detailed job description.

Closing Date for applications: 7 April 2015

If you are looking to join a great place to work, submit your CV with copies of all relevant supporting documents in confidence to:

Fax: +264 88 655 3938 . PO Box 30376, Windhoek
e-mail: info@dkcnam.com . Website: www.dkcnam.com