

## **SAIL GRENADINES JOB OPPORTUNITIES**

### **Accountant and Office Assistant**

#### **Job Description**

- Manage multiple petty cash accounts
- Update Inventory and Price / Stock Checks
- Meeting Customers and Managing Customer Accounts
- Taking Payments and Keeping contact with clients by email
- Dealing with Contractors and Suppliers
- Ordering Parts

#### **Qualifications and Experience**

- Excellent knowledge of Quick-books
- Highly organised and attention to detail
- Ability to Multi-Task
- Good understanding of Excel, Word, Google Sheets and Electronic Inventory Control
- Study of Accounting or business studies

Applications and CV to be sent by email to The General Manager, Email [katie@sailgrenadines.com](mailto:katie@sailgrenadines.com).  
Closing date for applications : 30<sup>th</sup> August 2019.