

Turkey Jobs Expertini®

İK ve İdari İşler Müdürü

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Company: Michael Page

Location: Hatay

Category: other-general

Management of all finance, statutory accounting, reporting, HR, tax, legal, IT, and supply chain functions.

Ensure on time and accurate reporting to local authorities, financial institutions, managing director and HQ.

Ensure compliance of accounting and reporting principles and processes with local GAAP procedures and IFRS procedures (Group reporting), prepare the analysis and justification of the P/L and balance sheet accounts every month.

Prepare audit and filing of statutory accounts as per local and group deadlines interacting with external and internal auditors.

Operating Costs Management: Review & Control & Propose solutions for the operating costs optimization.

Manage tax issues, ensuring the timely production of tax returns, payments and reporting.

Prepare, revise and monitor the company's annual budget.

Control company's working capital, propose actions when necessary.

Hold the responsibility of relationship with external financial institutions, negotiate the terms of deposits and loans, authorize payments.

Manage investment incentive process.

Prepare and monitor personnel training budget.

Contact with local institutions (SGK, ministry of tax. etc) when necessary.

Actively participate HR meetings and globally assigned projects regarding HR issues.

Management of administration, procurement and logistics functions.

Follow up and monitor legal issues with lawyers.

Participate collective work agreement negotiations with labour union.

Array

Qualifications:

- * Bachelor's or master's degree in business administration, economics or other related disciplines from a reputable university.
- * Has CPA(SMMM) certificate (minimum 7 years)
- * Excellent command of written and spoken English (will be tested).
- * Minimum 10 years of experience in the related field, preferably some experience in an audit firm.
- * Living in Iskenderun or willing to relocate to Iskenderun.
- * No military obligation for male candidates.

Preferred Candidate

Years of Experience:

More than 10 years of experience

Level of Education:

Bachelor's (Graduate), Master's (Graduate)

Military Status:

Completed, Exempt

Languages:

English (Reading : Advanced, Writing : Advanced, Speaking : Advanced)

Driving License:

Class B

Our company is one of the leading companies specialized in the recycling of industrial

resides. This plant is located in İskenderun, while the headquarters are in Dusseldorf, Bilbao and Toronto.

Great career opportunity in a global company

Dynamic & multi-cultural work environment

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