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Cost Clerk

Job Location

Bahrain

Remote work from: GE; USA; AU; NZ; DK; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; QA; MA; SA; MX; AE; CA; GT; DO

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Base Salary

USD 2200 - USD 3600

Qualifications

Bachelor's degree in Accounting, Finance, or related field

Employment Type

Full-time, Part-time

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Hiring organization

Marriott

Date posted

December 29, 2024

Valid through

31.07.2025

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Description

Cost Clerk Job in Bahrain – Marriott Careers

Are you detail-oriented and skilled in managing financial records? Marriott Bahrain is hiring for the position of **Cost Clerk**. This role offers a fantastic opportunity to work in the hospitality industry, ensuring accurate cost management and contributing to the smooth financial operations of a global brand.

Details of Cost Clerk Job in Bahrain

- **Company:** Marriott International
- **Position:** Cost Clerk
- **Location:** Manama, Bahrain
- **Qualification:** Bachelor's degree in Accounting, Finance, or related field
- **Job Type:** Full-time
- **Experience:** 1-3 years in a similar role (fresh graduates with relevant internship experience may also apply)
- **Knowledge Required:** Financial reporting, cost control, and inventory management
- **Age Requirement:** 22-35 years
- **Salary:** BHD 800 to BHD 1,200 per month (based on qualifications and experience)

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About the Job

Marriott Bahrain is looking for a **Cost Clerk** to join its Finance team. The role involves maintaining accurate cost records, analyzing expenditures, and supporting the hotel's financial efficiency. This is an excellent opportunity to work in a dynamic environment while gaining valuable experience in cost control.

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Key Responsibilities

- Maintain accurate records of costs and expenses.
- Monitor and analyze inventory levels and consumption.
- Prepare daily, weekly, and monthly financial reports.
- Assist in budgeting and forecasting processes.
- Collaborate with other departments to ensure cost efficiency.
- Reconcile invoices with purchase orders and delivery notes.
- Ensure compliance with company financial policies and local regulations.

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Requirements

- A Bachelor's degree in Accounting, Finance, or related field.
- Proficiency in Microsoft Excel and accounting software.
- Strong attention to detail and analytical skills.
- Effective communication and teamwork abilities.
- Familiarity with hotel cost control systems is an advantage.

Benefits

- Competitive salary in BHD.
- Free visa sponsorship for international applicants.
- Comprehensive health and life insurance.
- Annual leave and travel allowances.
- Professional development and training programs.
- Discounts on Marriott hotels and services worldwide.

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How to Apply

Interested candidates can apply through the official Marriott International website. Complete the online application, attach your updated CV, and include a cover letter highlighting your relevant skills and experience. Ensure that all required documents are submitted to be considered for this exciting opportunity.

Join Marriott Bahrain and be part of a world-renowned hospitality brand where your skills will make a significant impact. Apply now and embark on a rewarding career journey!

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