



CONTINENTAL MEDICAL SUPPLIES

P.O. BOX BILPAM ROAD



Subject: Job advertisement

Company: Continental Medical Supplies is a medical distributor in South Sudan, located on Bilpam Road, opposite Britain Hotel.

Industry: Distribution of pharmaceuticals, medical supplies, equipment, and laboratory items

1. Job Title: HR/Admin assistant (Any Nationality)

- Scope
 - To support CMS activities in HR department, with key responsibilities in ensuring effective and efficient delivery of HR services in the office with high quality and behavior
- Job description
 - Timely and process all legal documents for CMS.
 - Participate in Recruitment (drafting adverts getting approval and preparing for interview)
 - Assist with day-to-day operation of the HR function: payroll, contracts, communications, IDs, attendance, leave form.
- Requirements
 - Any diploma is acceptable.
 - No work experience is required.
- Compensation package (non-negotiable)
 - Total monthly pay (with all salary plus benefits): 150 USD
 - This amount will not be increased, please do not apply if you expect anything higher than the amount stated

2. Job Title: Finance Assistant (Any Nationality)

- Scope
 - Responsible for any financial activity in the company.
- Job description
 - Posting of transactions in the system.
 - Ensure all financial processes are working effectively.
 - Preparation of reports and reconciliations.
- Requirements
 - Degree in accounting, finance or business administration.
 - No work experience is required.
- Compensation package (non-negotiable)
 - Total monthly pay (with all salary plus benefits): 150 USD
 - This amount will not be increased, please do not apply if you expect anything higher than the amount stated

Further information and how to apply.

Interested and Qualifying applicants should reply with their CV to our Email: recruitment@continentalmed.com

Hand Delivered application should be submitted to Continental Medical Supplies Office. Deadline for Submission is on 20/04/2024.

