

**ELGIN**  
**FREE RANGE**  
**CHICKENS**

EST. 1997

**FREE RANGE IS A LIFESTYLE**  
**NOT A LABEL**



## Vacancy

### **Creditors Clerk**

The successful candidate will report directly to the Financial Director.

### **Key Areas of Responsibilities:**

Will include the following but not be limited to assisting in the following:

- Capturing of supplier invoices on Pastel Evolution.
- Following up on supplier queries.
- Prepare and reconcile supplier invoices & statements for daily, weekly & monthly payments.
- Processing valid customer credit notes on a daily basis.
- Daily, weekly & monthly filing and accurate record keeping.
- Creating of new suppliers & updating details of existing suppliers.
- Month End Procedures under senior's direction.
- Assisting with the day-to-day efficient operation of the creditors' function of the company.
- General administration and clerical duties.

### **Requirements:**

- Minimum Grade 12.
- 2-3 years' experience in similar position.
- Thorough working knowledge of Pastel Evolution and Microsoft Office Suite.
- Well organized and enjoys administration.
- Analytical ability, accuracy and attention to detail.
- Ability to work under pressure and meet deadlines.
- Team player & self-motivated.
- Good people & planning skills.
- Disciplined, honest and reliable.
- Problem solving.
- Good oral and written communication skills with excellent telephone etiquettes.
- Ability to use own initiative.

The position is available immediately and an attractive market related salary package will be offered.

Interested applicants should forward their CV's to: e-mail address [mdpa@freerangechickens.co.za](mailto:mdpa@freerangechickens.co.za) on or before 26 April 2019. **Please specify which position you are applying for in the subject line.** Candidates who apply from outside the Western Cape will be responsible for all relocation costs should their application be successful. Only shortlisted candidates will be contacted. Should you have not been contacted within 1 month, please consider your application unsuccessful.