

ELGIN
FREE RANGE
CHICKENS

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NOT A LABEL



Vacancy

Debtors 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:

- Reconciliation of customer accounts daily, weekly & monthly.
- Following up on customer queries, claims, credit notes & remittances.
- Uploading and pulling of reports from customer portals.
- Following up on due credit notes on customer accounts.
- Following up on overdue customer accounts.
- Payment confirmations on due customer accounts.
- Processing validated and authorized customer credit notes on a daily basis.
- Daily, weekly & monthly filing and accurate record keeping.
- Creating of new customers & updating details of existing customers.
- Month End Procedures under senior's direction.
- Assisting with the day-to-day efficient operation of the debtors 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.
- Great customer service skills.
- 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 skills.
- 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.

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Interested applicants should forward their CV's to: e-mail address mdpa@freerangechickens.co.za on or before 9 May 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.