

ADVERTISEMENT

CREDITORS ADMINISTRATOR

A vacancy exists in the Pietermaritzburg office for a Creditors Administrator to commence duties in the Administration Sector as soon as possible.

Main responsibilities

- Full creditors function including:
 - Opening of creditor accounts,
 - Allocation of invoices,
 - Capturing of invoices,
 - Reconciling of supplier invoices to statements,
 - Preparation of creditors payment (Coastal Region),
 - Bank Reconciliations,
 - Liaison with creditors / suppliers
- Assisting with admin related issues.
- Ensure all record keeping is neat and up-to-date.
- Ensure that all filing is correct and done efficiently and regularly.
- Prompt and efficient attendance to queries and requests.

Minimum qualifications and experience

- Relevant Accounts Diploma/qualification
- 3 – 5 years experience in a similar role
- Experience working in an engineering consulting environment preferable
- MS Office skills are essential: MS Word, MS Excel & MS Outlook
- Excellent administrative skills
- Good verbal and written communication skills in English are essential
- Good interpersonal skills

Behavioural competencies

- Be able to work under pressure to tight deadlines
- Be well organized, systematic, logical, meticulous and able to plan, prioritise and co-operative
- Team player – energetic and co-operative

Written applications supported by a CV should be submitted to:

Crystal Chetty
E-mail: crystalc@ssi.co.za



ENGINEERS AND ENVIRONMENTAL CONSULTANTS

