



OTTOBAUTHENTIC

Let's Talk... we're looking for:

ACCOUNTS ADMINISTRATOR

Removal Industry

Bloemfontein

Salary: R20 000 – R22 000 pm CTC

EE Position

Qualifications and Accreditations:

- ⑧ Grade 12 or equivalent qualification.
- ⑧ 2-5 Years' experience

Responsibilities:

- ⑧ Debtors
- ⑧ Creditors
- ⑧ Cashbook
- ⑧ Petty Cash
- ⑧ Fuel, stationary orders
- ⑧ Answer telephone
- ⑧ Debtor follow-up's
- ⑧ Assist with claims
- ⑧ EFT payments
- ⑧ Assist with wages where necessary
- ⑧ Filing.

Skills:

- ⑧ Accounting System - Great Plains

Must reside in Bloemfontein

To start IMMEDIATELY!

CLOSING DATE: 17 May 2025

Kindly note: If you have not heard from us within 7 working days after closing date, your application was unsuccessful.

How to Apply: Please submit your resume to: elsa@ottobauthentic.co.za and use the job title as the subject.