



OTTOBAUTHENTIC

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

## Admin Clerk

Port Elizabeth, Eastern Cape

Salary: R11kpm CTC

### Role:

- Our client is looking for an Admin Clerk to assist with all back-office duties associated with a retail environment

### Qualifications & Skills

- Matric or Senior certificate
- 3 years retail experience
- Computer literate

### Responsibilities:

- Control daily banking
- Petty Cash
- Fuel reconciliation
- Capturing of GRV's
- Orders
- Overtime verification and communication to payroll
- Point of sale relief

### Benefits:

- Provident fund

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

**FULL JOB SPEC available on request.**

**How to Apply:** Please submit your resume to: [elle@ottobauthentic.co.za](mailto:elle@ottobauthentic.co.za) and use the job title as the subject.