



OTTOBAUTHENTIC

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

## Retail Clerk

Port Elizabeth, Eastern Cape

Salary: R12k–R15kpm CTC

### Role:

- Our client is looking for a Retail 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
- Creditors
- Balancing nominal accounts
- Control and correction of stock takes
- Fuel reconciliation
- Handling shift changes

### 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.