Role: Administrator

Job type: Contract

Location: Foreshore, Cape Town

Job description:

* Debtor management:
  + invoicing customers i.e. school fees, extra-mural activities, rent, etc.
  + debtor follow-up on late accounts,
  + debtor reconciliations
  + debtor relationship management
* Creditor management:
  + setting up payment requisitions,
  + loading payments on the banking platform,
  + supplier reconciliations
  + expense tracking and management
* Pastel management:
  + capturing receipts and payments on a daily/weekly basis,
  + cash book reconciliations,
  + passing basic journals
* Uniform management:
  + Order receipt management
  + placing orders and stock takes on delivery of uniforms,
  + stock take at the end of every month,
  + supplier (manufacturer) and customer (parent) timeline management
* Audit management:
  + Assisting with compiling information for auditors
* Ad hoc:
  + assisting with answering of phones,
  + phoning parents when necessary,
  + attending school events/functions when necessary to provide a helping hand

Job requirements:

* Positive attitude
* Pro-active nature
* Works well in a team environment
* Pastel experience is essential (>=2 years)
* Prior work experience as an administrator is ideal
* Own transport is ideal

Salary:

* R14,000 – R20,000 dependant on work experience and qualifications
* Annual increases in line with CPI
* Annual bonus based on meeting KPI’s related to the above job description