



Credit Controller and Marketing Assistant | Kuils River

Position: Permanent

Industry: Construction

Remuneration: R12 000 to R20 000 per month, depending on experience

Office Location: Kuils River

Responsibilities include:

Debtors

- Oversee national invoicing at various branches
- Selected invoice capturing
- Capturing of credit notes
- Allocation of debtors payments
- Journals
- Preparing and submitting refunds for cash customers
- Submit credit applications to financial department, prepare & submit GCR
- Liaise with customers & branches regarding credit applications, limits and terms
- Loading of new customer details on system
- Monthly statements
- Completing and submitting customer vendor forms
- Managing daily debtors report & assisting with cashflow debtors report

Creditors

- Load new rehire suppliers on system
- Collecting invoices from branches and statements from suppliers
- Costing and working out hours of BARL005 account
- Capturing rehire invoices and credit notes
- Handle queries
- Reconciling rehire accounts
- Monthly rehire payments list
- Journals
- Double check branch costings
- Completing supplier credit applications

In-house Marketing

- General maintenance of website and FB posts
- Event organising
- Order and send gifts and flowers

- Admin/Ordering and general upkeep of Burma Rugby suite
- Ordering promo items & staff clothing
- Responsible for staff “promo” deductions & paperwork thereof
- Dealing with charity organisations that Burma is involved with
- Business Cards/Company stationery (time sheet books)
- Any other PR & Marketing related functions

Email CV's to contact@c2mca.co.za