

Career Opportunity

1. DETAILS	
DIVISION:	Admin Randfontein
JOB TITLE:	Credit Controller X2
REPORTING TO:	Credit Control Manager Africa
COMMENCEMENT DATE:	To Be Confirmed
APPLICATION CLOSES:	11 March 2022
2. JOB SPECIFICATION	
<ul style="list-style-type: none"> ▪ To ensure that all administration, invoicing and month-end procedures are adhered to and done effectively and correctly. 	
KEY PERFORMANCE AREAS	<p>Main Responsibilities:</p> <p>Stock</p> <ul style="list-style-type: none"> • Capture all stock received in Syspro using supplier invoice / SCT • File all copies and sent originals to head office with recorded control sheet • Advise Head Office if incorrect deliveries where done and act on corrective action given by Head Office <p>Stock Takes</p> <ul style="list-style-type: none"> • • Input and reconcile stock counts • Investigate variances and do corrections on system with GRN's • Ensure that all corrections and findings are approved by Area Manager • Ensure that warehouse is prepared for stock takes and that all documentation is filed in stock take file <p>Issuing</p> <ul style="list-style-type: none"> • Ensure that the Data Capturer matches the order and label and to check stock on hand and if on hand generate an invoice • If the item is not in stock no invoice to be generated and order and label to be handed to you to be added onto backorder list on Excel • Ensure that if invoice is generated hand all paperwork to Warehouse Administrator. • Ensure that warehouse pick and pack stock and label order • Ensure that the Warehouse Administrator check and scan order • Ensure Mittal to collect order and scan as signature of receipt under the supervision of the Warehouse Administrator • Ensure that the Data Capturer files all invoices and orders • If some items are not there when being picked order and all paperwork to be give to you to be added on backorder list on Excel • If a new item is put on backorder list at any time the list must be forwarded to Melissa at Head Office for item to be ordered

Stock Adjustments & Credit Notes

- Ensure the Warehouse Administrator record item on stock swap sheet and get client to sign
- Ensure that at the end of every day the sheet must be handed to you for processing on the system
- Process the transfer on Syspro
- Ensure that the Area Manager reconcile sheets to look for big price differences to be addressed and approve all stock swaps

Credit notes will be needed when invoices have been generated with no stock on hand, capturing errors or if wrong stock codes where used

- Admin Manager to issue a credit note on Syspro and add items out of stock to back order list on Excel.
- Ensure the Area Manager authorize all credit notes.
- File credit notes with invoices in credit note file.
- Record all credit notes on excel control sheet to be authorized by Area Manager.

Stock adjustments will be needed when stock is received or allocated incorrectly or received and found to be faulty

- Create a GRN and correct stock on Syspro
- Sent all top copies of GRN's to Head Office
- All faulty products to be transferred on Syspro to RG warehouse

Branch Distribution

- Receive all orders from branches
- Transfer the stock in Syspro (SCT)
- Give to Warehouse administrator to pick and check stock
- Ensure correct stock is sent to branch

Counter

- Credit applications and contractors
- Ensure that all contractors fill in credit application form
- Sent the original to Head Office for approval and file a copy
- If account is approved by Head Office open account and confirm with contractor that account is open
- Receive all orders
- Create an order after stock on hand is confirmed
- Issue goods

Cash sales

- Prepare all quotes, confirm stock on hand and explain deposit procedure
- Receive proof of deposit
- Create invoice
- Issue goods
- Product knowledge

Client Liaison

- Handle all telephonic and counter queries (stock / account)
- Record all queries in a black book query register

3. PERSON SPECIFICATION

Qualifications	a) Matric essential
	b) Diploma/certificate in Finance
Experience	a) 2 years in similar role
	b) Knowledge of syspro
	c) Computer skills (excel)
Other Attributes	a) Ability to work independently
	b) Ability to communicate with people at all levels
	c) Time Management and planning Skills
	d) Problem solving skills
	e) Ability to work under pressure in a fast paced environment

4. REQUIREMENTS

(In line with the EMPLOYMENT EQUITY objective)

- Employment Equity Applicants would be preferred.
- Preference will also be given to people with a disability who will be able to operate within the operational requirements and in the present physical facilities available in the organization.

Please apply in writing together with your CV to:

Email: recruitment@selectppe.co.za

Internal applicants are to discuss their application with their Line Manager before applying. HR should inform the Head of Department of internal applicants. Should you not hear from us within 2-3 weeks after the closing date of this application, please consider your application unsuccessful.