



TANIA'S PLACEMENTS

POSITIONS CURRENTLY AVAILABLE

(4 AUG – 20 AUG 2015)

REGIONAL FINANCIAL CONTROLLER

Salary: R25 000 – R35 000

Area: Parow

Duties:

- Manage all financial aspects of Western Cape Region
- Ensure adequate policies and procedures are in place for auditing purposes
- Manage the control of petty cash
- Manage month end, year-end accounting process
- Budgeting and forecasting
- Preparation of weekly flash
- Administer foreign document control

Requirements:

- BComm / Compt degree in accounting
- Full MS Office experience
- Auditing experience will be advantageous
- Min 5 year's financial management experience
- Strong financial skills
- Driver's licence with own vehicle

CREDIT CONTROLLER

Salary: R7 000 – R8 000

Area: Kuilsriver

Duties:

- Assisting walk-in customers with accounts and sales orders
- Day to day running of all admin duties
- Typing of quotations
- Debtors Control – invoicing / banks statements
- Reconciliations
- Petty cash
- Journals / credit notes
- Diary management
- Arrange travel, accommodation

Requirements:

- Strong admin / debtors experience
- Must be detail orientated
- Well organised
- Own transport
- Fully bilingual (Afrikaans & English)

SALES REPRESENTATIVE

Salary: R15 000 Basic + commission structure

Area: Brackenfell

Duties:

- Ensure existing customer base is serviced
- Growing of the Western Cape area
- Price negotiations
- Customer visits
- Sales orders
- General progress reporting

Requirements:

- Strong external sales experience within the Western Cape
- Must be detail orientated
- Well organised
- Own transport
- Fully bilingual (Afrikaans & English)

OFFICE ASSISTANT / RECEPTIONIST

Salary: R6 500 – R7 000

Area: Montagu Gardens

Duties:

- Assisting walk-in customers
- Day to day running of all admin duties
- Typing of quotations
- Debtors Control
- Invoicing
- Diary management
- Arrange travel, accommodation

Requirements:

- Strong admin support experience
- Must be detail orientated
- Well organised
- Own transport
- Fully bilingual (Afrikaans & English)