

JOB POSTING

POSITION: CREDITORS CLERK
DIVISION: MULTIKNIT
SITE: SAKPRO, WHITE RIVER
DEPARTMENT: FINANCE

MAIN PURPOSE OF JOB:

The main purpose of this position is creditors and bank processing.

RESPONSIBILITIES

- Daily creditor processing
- Daily cashbook processing
- Daily bank payments
- Monthly payments
- Maintenance of creditor ageing
- Creditor remittances
- Maintaining schedules:
 - HDPE(raw material schedules)
 - Fleet cards
 - Creditor payments
 - Vodacom accounts and schedules
 - Credit cards
 - Cellphone insurance
 - Travel claims paid
 - Monthly T&E
 - BEE reporting
 - Import spares schedules
- Petty Cash

QUALIFICATIONS & EXPERIENCE

- National Senior Certificate;
- Minimum of 5 - 10 years relevant experience in a Knitting/Mechanical production environment;
- Qualification in Operations or Production Management will be advantageous;
- Computer software skills, including Word, Excel, Outlook;

SKILLS & ABILITIES

- Creditors, Bank capturing and reconciliation skills
- Strong level of accuracy, attention to detail and analytical;
- Ability to take responsibility and accountability;
- Ability to work autonomously and as part of a broader team;
- Ability to handle stress in a high pressurized production environment;
- Must be honest and trustworthy;
- Must be reliable, organised and have a positive attitude;
- Possess good problem-solving skills;
- Ability to mentor and coach sub-ordinates;
- Willing to work overtime and be available after hours and weekends to manage unforeseen circumstances

Closing date: 15 June 2023 – applications and CV's to be submitted to HR department
(cv@multiknit.co.za)

Please remember to quote position you apply for in the subject line.

Only candidates with relevant experience will be considered.

Multiknit is an equal opportunity Employer.

**Should you not receive a response within 5 days
please accept that your application was unsuccessful**