

Branch Administrator (Boksburg)

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Location	Gauteng, South Africa
Sector	General
Contract Type	Permanent
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Expires	Thursday, February 28, 2019
Job ID	238

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fevertreeemployment.com/jobs/238-branch-administrator-boksburg

Description:

OUR CLIENT, A LEADING MANUFACTURER IN THE ENGINEERING INDUSTRY IS SEEKING A BRANCH ADMINISTRATOR IN BOKSBURG

Please Note:

If you do not fit the specification with the minimum requirements your application will not be accepted for this position. Shortlisted candidates may be required to complete an Assessment or Test to demonstrate your knowledge of this position.

Requirements:

- Recognised Administration Diploma
- Diploma in Bookkeeping
- 5 years' experience in a Financial and Administrative environment
- Computer literate and have an excellent command of Microsoft Office
- Knowledge of an ERP is essential.
- Syspro knowledge is an added advantage

Applicants must reside in BOKSBURG or surrounding area.

Only South African citizens, who are suitably qualified, live in the applicable area and meet the requirements of the position are eligible to apply for this vacancy.

Please take note: if you have not been contacted within 14 days, please consider your application unsuccessful.

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To apply for this job please click on the link above or below