



**WE ARE
HIRING
VACANCY**

Vacancy: BMG Middelburg 201, Mpumalanga,
South Africa

Admin Controller – M4304

Closing Date: 31 May 2024



Roles & Responsibilities:

- Ensure period end and deadlines are met.
- Ensure adherence to internal controls i.e. Approvals; Framework; Stock.
- Reconcile Imprest creditors' accounts and cash sales daily.
- Registering and verifying of supplier invoices and allocation of payments
- Solve outstanding Imprest queries.
- Filing and retrieve administrative documents.
- Archiving.
- Forward information to respective credit controllers.
- To handle branch calls / queries with regards to administration.
- Provide information to the internal auditors.
- Scanning / Sending / Filing Pod's and tax invoices.
- Run daily, weekly, monthly reports.
- Ensure all relevant checks and authorisations are done as per K8 internal audit branch view.

Minimum Requirements:

- Matric.
- Minimum 2 – 3 years administrative experience.
- K8 System knowledge advantageous.

Should you have the necessary skill set, attach a brief CV to: vacancyapplications@bmgworld.net – REF: **Admin Controller – M4304.**

All internal applicants are required to complete an **IVAF** form signed off by line manager prior to submitting application.

Closing date for applications – 31 May 2024.

If you have not received notification regarding your application within 2 weeks, please accept that your application was unsuccessful.



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