



**WE ARE
HIRING
VACANCY**

Vacancy: BMG Secunda - 0204, Mpumalanga South Africa

Admin Controller - V2896

Closing Date: 1 July 2022



Roles & Responsibilities:

- Validity, accuracy and completeness of financial information
- Ensure period end and deadlines are met
- Ensure adherence to internal controls i.e., Approvals; Framework; Stock
- Reconcile Imprest creditors accounts
- Registering and verifying of supplier invoices and allocation of payments
- Solve outstanding Imprest queries
- Filing and retrieve administrative documents
- To forward information to respective credit controllers
- To handle branch calls and all the admin functions
- Processing of purchase orders on KERRIDGE
- Provide information to the internal auditors
- Filing of Metro File index on request relevant to orders

Minimum Requirements:

- Matric
- 1 - 2 years administration experience
- General Admin
- KERRIDGE
- Knowledge of policies and procedures
- Knowledge of processes

Should you have the necessary skill set, attach a brief CV to: arshian@bmgworld.net - REF: V2896

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

Closing date for applications - 1/07/2022.

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



#BePART

 @bmgworld

 @BMGWorld

Quality Components

Technical Expertise

Superior Service

PART OF *EVERY* PROCESS