



**WE ARE
HIRING
VACANCY**

Vacancy: BMG Uitenhage - 0143, Eastern Cape South Africa

Administrator - V2914

Closing Date: 05 July 2022



Roles & Responsibilities:

- To provide administration support to the Branch.
- Health & Safety.
- Branch transfers and ordering stock.
- Validity, accuracy and completeness of financial information
- Ensure period end and deadlines are met
- Ensure adherence to internal controls i.e., Approvals; Framework; Stock
- Filing and retrieve administrative documents
- Processing of purchase orders on KERRIDGE
- Provide information to the internal auditors
- Filing of Metro File index on request relevant to orders
- Daily banking and petty cash

Minimum Requirements:

- Matric
- Minimum 2 years administration experience
- Computer literacy: MS Office: Advance Excel, Word an advantage
- Knowledge of policies and procedures
- Knowledge of processes

Should you have the necessary skill set, attach a brief CV to: arshian@bmgworld.net - REF: V2914

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

Closing date for applications - 05/07/2022.

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



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Quality Components

Technical Expertise

Superior Service

PART OF *EVERY* PROCESS