



**WE ARE  
HIRING  
VACANCY**

Vacancy: BMG Secunda - 204, Mpumalanga,  
South Africa

**Administrative Clerk - V3220**

**Closing date: 31 January 2023**



### **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](mailto:arshian@bmgworld.net) - REF: V3220

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

**Closing date for applications - 31 January 2023.**

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



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