



**WE ARE  
HIRING  
VACANCY**

Vacancy: BMG Kuruman - 251, Northern Cape, South Africa

**Admin Controller - V3240**

**Closing Date: 31 March 2023**



### **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 wrt administration
- 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

Should you have the necessary skill set, attach a brief CV to: [vacancyapplications@bmgworld.net](mailto:vacancyapplications@bmgworld.net) – REF: V3240

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

**Closing date for applications – 31 March 2023.**

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



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