



**WE ARE  
HIRING  
VACANCY**

Vacancy: BMG World - Belting – 2700, Johannesburg, South Africa

Filling Clerk – M4004

Closing Date: 20 February 2024



**Roles & Responsibilities:**

- To provide filing support to the Branch.
- 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.
- Provide information to the internal auditors.
- Filing of Metro File index on request relevant to orders.

**Minimum Requirements:**

- Matric
- Relevant Tertiary qualification
- Computer literacy: MS Office: Advance Excel, Word an advantage
- Minimum 2 Years admin experience
- Knowledge of policies and procedures
- Knowledge of processes

Should you have the necessary skill set, attach a brief CV to: [vacancyapplications@bmgworld.net](mailto:vacancyapplications@bmgworld.net) – REF: **“Filling Clerk – M4004”** must be quoted in subject of the e-mail.

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

Closing date for applications – 20 February 2024

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



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