

OFFICE COORDINATOR AND FINANCE ADMINISTRATOR

DUTIES & RESPONSIBILITIES

Job Purpose:

Undertake office administrative tasks and provide the rest of the staff with adequate support including bookkeeping and monitoring of the office to the staff members to ensure all administrative processes, procedures and parameters are followed and maintained. A sound administration background with knowledge of accounting and finance principles. The ideal candidate will be a team player with ability to work with little supervision, have self-motivation and be trustworthy.

Desired Experience and Qualifications:

- Completed grade 12 essential.
- Financial accounting and bookkeeping experience essential
- A business administration/management qualification with finance would be preferred.
- A minimum 2-3 years in financial and office administration role
- Excellent verbal and written communication skills in English
- Own transport and valid driver's license
- Sage system experience
- Knowledge of entrepreneurship or/and SMME incubation added advantage.

Soft Skills and Personal Attributes

Professionalism, Organisational, Attention to Details; Excellent Time Management Skills; Exceptional Communication and Customer Centric; Proficiency with Microsoft Office Programs; Ability to Handle Confidential Information; Strong Record Keeping Skills; Presentation Skills; Ability to Multitask.

APPLICATION PROCESS

<p>Applicants to provide:</p> <ol style="list-style-type: none">1. A signed letter of motivation2. Updated curriculum vitae3. Certified copies of qualifications related to position.4. Certified copy of Identity Document5. Quote reference for position MSITDSO002	<p>APPLICATIONS CLOSE ON 10 JUNE 2021 AT 15H00</p> <p>EMAIL APPLICATIONS TO HR@MPSTAINLESS.CO.ZA or drop off @ 19 Mnotho Street, Vaalbank, Industrial, Middelburg, MPUMALANGA 1050</p>
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