

Assistant Bookkeeper/Data Capturer

Remuneration:	R9000 - R16000 per month negotiable depending on experience
Location:	Pretoria, Silverton
Education level:	Matric
Job level:	Mid
Type:	Permanent
Company:	Redblock Advertising & Media

A digital printing and signage company in Silverton, Pretoria, is seeking a data capturer/bookkeeper with practical experience of three years (Pastel, Sage or any similar software.)

Salary: R12,000 – R15,000 negotiable.

Job description:

- Data capturing (approximately 200 – 250 transactions per month)
- Balancing of books
- Customer aging and following up on outstanding payments
- Full bookkeeping to trial balance
- Assisting with customer and supplier queries
- Assist with salaries and wages
- Data input and processing
- Filing and administration of bank statements and other reports
- General office duties
- Cashbook management – daily allocation of debtors function, including aging and reconciliations

Required:

- Advanced experience with Sage Pastel
- Good knowledge and understanding of Microsoft office suite
- Payroll experience will be added benefit

Essential characteristics:

- Must be able to work independently, handling the full book keeping function
- No job hoppers
- Bilingual
- Must have reliable references
- Self motivated and energetic
- Organised and systematic

Company Description

Manufacturing of indoor/outdoor signage, supplying and branding of corporate wear and promotional gifts.

Posted on 06 May 08:27, Closing date 4 Jul

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See also: [Data Analyst](#), [Data Scientist](#)

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