



Position: Credit Controller

Credit Control (Support Services)

Location: Claremont Head Office

Reporting to: Credit Control Manager

Responsibilities

- Collection of debtors' book (target based)
- Debtors' account administration
- Address all customer queries
- Identify and minimize bad debts
- Ad hoc tasks as requested

Competencies

- Credit control course / financial diploma
- Minimum 5 Years experience in an Accounting or Credit Control Environment,
- Excellent track record of debt recovery
- Knowledge of credit bureaus
- Good level of computer literacy preferable (Integrated Accounting Packages beneficial, Word, Excel Advanced, etc)

Attributes

- Excellent quality orientation/attention to detail
- Self-motivated and independent worker
- Excellent communication skills, both verbal and written
- Excellent internal customer service orientation
- Integrity
- Energetic personality with a good disposition
- Team player

Please forward your CV to Deidre Marquard, Credit Control Manager,

dmarquard@juta.co.za

Applications close 14 May 2018