



**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 at [dmarquard@juta.co.za](mailto:dmarquard@juta.co.za). All appointments will be made in line with Juta's Employment Equity Policy. Applications close Wednesday, 23 May 2018.*