

**INTERNAL & EXTERNAL ADVERTISEMENT
DEBTORS & CREDITORS ADMINISTRATOR / RECEPTIONIST
CECIL NURSE**

Location: Windhoek

Main Purpose of the Position:

To provide professional front-office reception services while supporting the branch's debtors, creditors, cash management, and general administrative functions. The incumbent ensures efficient customer service, accurate financial administration, and effective office support to facilitate smooth branch operations.

Experience and Competencies required:

- Matric/Grade 12
- Certificate or Diploma in Administration, Finance, Accounting, or related field advantageous
- 3-5 years administration experience
- Experience in debtors and creditors administration
- Reception and customer service experience
- ERP/accounting software experience
- Debtors control
- Creditors processing
- Basic accounting principles
- Microsoft Office Suite
- Customer service principles
- Office administration procedures

JOB ATTRIBUTES

- Strong communication skills
- Numeracy and attention to detail
- Organisation and planning
- Problem solving
- Time management
- Customer service orientation
- Computer literacy

KEY RESPONSIBILITIES AREAS:

Reception & Customer Service

- Serve as the first point of contact for visitors, customers, suppliers, and employees.
- Manage incoming telephone calls and direct enquiries appropriately.
- Welcome and assist visitors professionally.

- Manage meeting room bookings and visitor registers.
- Receive and distribute mail, courier deliveries, and branch correspondence.
- Maintain reception area standards and office presentation.

Debtors Administration

- Generate and distribute customer statements.
- Follow up on outstanding customer accounts.
- Process customer payments and allocate receipts accurately.
- Reconcile customer accounts and resolve queries.
- Liaise with customers regarding overdue accounts.
- Escalate delinquent accounts to management where necessary.
- Maintain accurate debtor records and filing systems.

Creditors Administration

- Receive supplier invoices and verify supporting documentation.
- Reconcile supplier statements.
- Capture creditor invoices accurately and timeously.
- Resolve supplier queries.
- Prepare payment schedules for approval.
- Ensure all creditor documentation is properly filed and maintained.

Cash and Banking Administration

- Manage petty cash administration.
- Prepare banking summaries and supporting schedules.
- Reconcile cash receipts where applicable.
- Assist with daily cash balancing processes.

General Administration

- Capture and maintain branch administrative records.
- Assist with procurement administration and office supplies.
- Maintain filing systems, both electronic and hard copy.
- Assist with reporting requirements.
- Support management with ad hoc administrative duties.

Compliance and Governance

- Adhere to company policies and procedures.
- Ensure compliance with financial controls and approval authorities.

- Maintain confidentiality of customer, supplier, employee, and company information.
- Support compliance with POPIA requirements.
- Assist during audits and provide supporting documentation when required.

NOTE:

The above is not exhaustive, and you shall be obliged to perform subsidiary tasks in addition to the primary tasks for which you are employed. The Company undertakes to ensure that these subsidiary tasks will be within the training and experience or occupational capabilities of yourself and that you shall not suffer any loss of remuneration or status for work performed on subsidiary tasks.

POPI ACT COMPLIANCE:

Please take note that by responding to this application and providing your personal information, you confirm your express and informed consent for CECIL NURSE, to process your personal information in order for CECIL NURSE to consider your application for this position.

APPLICATIONS:

If you meet the above requirements and are passionate about contributing to the success of Cecil Nurse, we encourage you to apply through our recruitment portal at **www.jobopportunities.net**. Please submit a detailed cover letter, comprehensive CV, and copies of relevant qualifications and certifications.

Closing Date: 18 September 2026 @ 7:00PM