

VACANCY: DEBTORS & SALES ADMINISTRATOR

Position Purpose & Summary:

The position will assume ownership of all sales administration activities (Bulk Export Sales) in a manner that ensures timely, accurate and complete sales information. The role reports to the Finance Manager: Operations.

Job Grade: C2

The Key Performance Areas:

Revenue Cycle / Sales Administration:

- Generate quotations for salt enquiries in accordance with authorised price lists.
- Check customer orders for accuracy & process on the system or forward to clerk where applicable.
- Liaise with shipping lines agents re stack dates, in order to efficiently attend to the preparation of documentation.
- Prepare all documentation required for the dispatch of loads to customers.
- Raise sales invoices in the accounting system, based on dispatch documentation, within an acceptable timeframe.
- Process sales transactions as per the requirements of the company' s internal control procedures, including correct VAT, INCOTERMS & other requirements.
- Raise purchase orders for shipping related charges where applicable.
- Update and control vessel files on Bulk Export Sales.
- Extract daily weighbridge information, check for accuracy and reconcile with harbor transporter.
- Capture trucks empty weights on a daily basis.
- Extract information from the accounting system and format/manipulate it into reports for management.
- Process/capture daily assemblies for tons transported to harbour, analyse information captured, and advise on trends observed.
- Process/capture assemblies for washed/unwashed salt.

Debtors Administration:

- Attend to and resolve customer queries so that customer accounts remain compliant with their credit terms.
- Follow up on overdue debtors.
- Prepare credit worthiness assessment information for submission to and evaluation by

Financial Director.

- Apply customer payments to invoices (receipts).
- Prepare customer price lists based on information provided by Business Development Director.
- Update system data with customer standing data changes.
- Process adjustments as required in the accounts receivable module.
- Monitor Global Receipts and capture BOP declarations, send to managers for authorisation.

Monthly Accounting:

- Check completeness of PO information for sales invoices.
- Check that all dispatches are invoiced and report on in-transit transactions (monthly).
- Compile intercompany confirmations.
- Generate intercompany recurring and ad hoc invoices.
- Compile and process journal entries.
- Finalize weighbridge information for the month.
- Prepare accurate, timely reconciliations of recoverable cost accounts.
- Reconcile Debtors Age Analysis with General Ledger.
- Prepare and send out monthly customer statements.

The minimum requirements:

- Grade 12 with Mathematics and Accounting as subjects.
- 3-4 Years experience with sales/debtors administration is preferred.
- Knowledge of accounting principles and practises.
- Knowledge of invoicing and financial controls.
- Knowledge of VAT and export regulations would be preferred.
- Ability to work independently and accurately.
- Excellent communication skills, customer etiquette, attention to detail and high confidentiality proven track record is required.
- Commitment to living the Company Values.

Location: Walvis Bay

Closing Date: 9 February 2024, 19:00.

To apply for this position please visit: https://jobopportunities.net/jobs_search.aspx.

For assistance on the portal, please contact the Tara Nawa team at +264 (064) 402 403.

- **The Company reserves the right not to fill this position.**
- **Only short-listed candidates will be notified, and no documentation will be returned.**
- **Walvis Bay Salt Holdings (Pty) Ltd is an EQUAL OPPORTUNITY employer.**
- **Women and Differently Abled Persons are encouraged to apply.**