



**Region**

KwaZulu – Natal

**Position**

Debtors Administrator

**Criteria**

Matriculation with Mathematics and Accounting essential

Higher Certificate in Accounting/ Bookkeeping/ Finance-related qualification

Minimum of 2 years' experience in similar/ finance-related role

Advanced level of MS Office (Word / Excel / Outlook)

Strong communication skills (written and spoken)

High level of assertiveness, but approachable and friendly

Excellent organisational skills

Own transport and valid driver's license

Applications via email only with the following subject line:

**BMK Group: Debtors Administrator**

Email: Sugashnee Pentiah – HR Manager

[hr@bmkgroup.co.za](mailto:hr@bmkgroup.co.za)