



## ADMINISTRATION CLERK

### **PRIMARY JOB PURPOSE**

This role provides general administrative support to the department. It involves handling clerical tasks, ensuring processes are followed correctly, and maintaining accuracy in all work. The role also focuses on delivering excellent service to members by handling their queries and concerns. Key tasks include processing journals and chits, doing monthly reconciliations, and preparing reports.

### **KEY RESPONSIBILITIES**

- General administration duties.
- Daily reception Point of Sale (POS) cash up and reconciliations.
- Resolve Membership queries, particularly related to Woodmead.
- Member golf product billings.
- Managing and assisting with photocopy, telephone, and computer issues.
- Compiling various recons and reports assigned to this position, and as determined by management.
- Resolve all cash payments including Credit Card payments on the reception pink sheets according to the prescribed procedure.
- Capturing Receipts taken from JONAS system when requested (Pink sheets).
- Capturing Chits on the JONAS system when requested (POS).
- Reporting and monitoring faults to your Manager.
- Checking up of member information on Jonas.
- Must be able to use initiative, identify areas of concern and provide solutions.
- Fill in for Senior Administration Clerk when required.
- Relieve Receptionists on front desk during lunch hours, tea breaks and leave days when required by management.

### **PERSONAL ATTRIBUTES& SKILLS**

- Strong communication skills (written and verbal).
- Ability to cope under pressure.
- Adherence to policies, procedure, and standards.
- Attention to detail.
- Driven, self-starter with strong customer service skills and Good interpersonal skills.
- Responsible and trustworthy.
- Detail and accuracy are an integral part of this position.
- Must be a team player.

## ***MINIMUM / PREVIOUS EXPERIENCE***

- Ability to communicate effectively.
- Minimum 3 years' working experience as an administrator or similar field.
- Must have experience working in an accounting software package and a good working knowledge of MS Office particularly Excel.

## ***QUALIFICATION***

- Matric or equivalent.
- Bookkeeping or accounting diploma or certificate preferred.

## ***PROPERTY***

- Woodmead

***APPLY NOW!***

## ***APPLICATION PROCESS:***

Interested applicants must submit their CV's to [careers@ccj.co.za](mailto:careers@ccj.co.za) by no later the ***20<sup>th</sup> June 2025***.