



JUNIOR ADMINISTRATION CLERK

PRIMARY JOB PURPOSE

To provide administrative support within the Admin Department by handling clerical tasks and ensuring accurate processing of journals, chits, monthly reconciliations, reports, and cash-ups. The role is also focused on delivering exceptional service to members by addressing their queries and resolving issues promptly and professionally.

KEY RESPONSIBILITIES

- General administration duties
- Daily F&B Point of Sale (POS) cash up and reconciliations.
- Resolve Membership queries, particularly related to Woodmead.
- Member golf product billings
- 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 for the F&B cash up 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.
- Detail and accuracy are an integral part of this position.
- Must be a team player.
- Must have an understanding of accounting and working with Excel spreadsheets.
- Fill in for Administration Clerks when required.
- Relieve receptionists on front desk during lunch hours, tea breaks and leave days when required by management.
- To make decisions within realm of responsibility in terms of job requirements.
- Responsible and honest (working with cash).

PERSONAL ATTRIBUTES& SKILLS

- Strong written and verbal communication skills.
- Friendly, helpful, and maintains a professional demeanor.
- High level of accuracy in numerical work.
- Demonstrates responsibility and accountability.

- Proactive with the ability to use initiative and solve problems.
- Excellent attention to detail.
- Presents a professional and polished frontline image.

MINIMUM / PREVIOUS EXPERIENCE

- Ability to communicate effectively.
- Minimum 1 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 by no later the ***20th June 2025.***