

## Administration Clerk

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Company: Afgri

Location: Piketberg

Category: other-general

## Administration Clerk

Afgri

2023-08-11 Piketberg

**Job Ref #:** AO-1248

**Industry:** Horticulture/Agriculture

**Job Type:** Permanent

**Positions Available:** 1

AFGRI Equipment requires the services of a suitably qualified, well-motivated and results-driven candidate to be appointed in the above-mentioned vacant position.

### Job Description

Provide general administration support service and assist with admin queries and customer contact.

### Job Requirements

#### REQUIRED MINIMUM EDUCATION/TRAINING

Grade 12

#### REQUIRED MINIMUM WORK EXPERIENCE

3 years administration experience

#### KEY PERFORMANCE AREAS

Maintain good client relationships and resolve client queries

Capture stock count sheets on the system

Responsible for opening and closing job cards.

Motor fleet admin

Assist with Health and Safety admin

Petty cash

General workshop admin.

Report and assist the workshop manager

Invoicing and handling of wholegoods transactions

Registration and licensing of wholegoods when needed

Ensure all filing is done timeously

Ensure compliance with the AFGRI control matrix (AFGRI policies and procedures)

Complete IOD reports

Uploading of data on Magnitude.

## **TECHNICAL KNOWLEDGE/COMPETENCIES**

Computer literacy (MS Office/Excel/Equip)

Verbal and written communication skills

Good customer service

Knowledge of farm equipment

Valid drivers license

## **BEHAVIOURAL COMPETENCIES**

Accuracy and attention to detail

Interpersonal Skills

Team player

Motivated with self-discipline

Stress Management

Fluent in Afrikaans and English read & write

**Closing date: 25 August 2023**

Please note that correspondence will be limited to shortlisted candidates only. Applicants who have not heard from us within 30 days of the closing date may assume that their applications have been unsuccessful and are hereby thanked for their interest. The filling of these positions will be aligned to AFGRI's Employment Equity Policy

Applicants are informed that in order to consider any application for employment, we will have to process your personal information.

A law, known as the Protection of Personal Information Act, 4 of 2013 (POPIA) provides that when one processes another's personal information, such collection, retention, dissemination and use of that person's personal information must be done in a lawful and transparent manner.

In order to give effect to this right, we are under a duty to provide you with a number of details pertaining to the processing of your personal information. These details are housed under the **HR Processing Notice**, which can be accessed and viewed on the AFGRI Group website, [https://www.agh.co.za/whichHR Processing Notice](https://www.agh.co.za/whichHR-Processing-Notice) we request you kindly download and read.

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