

PROTEA Boekhuis Book House

WAREHOUSE ASSISTANT/DEBTOR'S CLERK (ATHLONE)

DUTIES AND RESPONSIBILITIES

Assist the warehouse manager with a variety of clerical and customer service tasks, including:

- Debtor's function i.e. routine maintenance of customer accounts, payments, statements
- Customer service: email/telephonic assistance to customers
- Processing of quotes, sales order, invoices, returns
- Marketing: publicity mailers, basic website maintenance
- Compiling regular and ad hoc sales and other reports
- Housekeeping: helping to ensure the warehouse remains clean, tidy, well-merchandised
- Occasionally assist with packaging outgoing orders
- Occasional packing/unpacking of pallets
- Occasional deliveries/collections using work vehicle
- Assisting with stocktakes

REQUIREMENTS

- Own transport essential
- Debtor's/accounts experience
- Willingness to work overtime, weekends and public holidays, when required
- Knowledge of MS Outlook, Excel, Word and Explorer
- Proficiency in Omni Accounts would be an advantage but not essential
- Ability to communicate effectively, both orally and in writing
- Ability to liaise professionally with bookshops, publishing staff, couriers, printers
- Fluency in English and Afrikaans is essential
- Professional telephone manner essential
- Ability to work under pressure
- A positive attitude

Please send a detailed CV and application letter to: athlone@proteaboekhuis.co.za

Applications close: **23 March 2018**.

Should you not receive a response by **31 March 2018**, please consider your application unsuccessful.