

Internal/External Vacancy Advert

Date of advertisement: 13 September 2021

About us:

Our commitment to our stakeholders is to be the best and most successful IT distributor in our region. We strive towards this goal by being the most valued channel for our partners and by contributing to the growth and profitability of our shareholders, staff, vendors, channel partners and their customers.

Axiz is an equal opportunity employer and this position will be filled in accordance with our current Employment Equity practices.

Job Specification:

Position:	Accounts (Risk) Administrator	Location:	Gauteng
Company:	Axiz	Department:	Accounts
Employment Type:	Permanent	Reporting to:	National Credit Manager

Purpose of the position:

Looking after the maintenance of the customer master file. Ensuring accurate records are kept to ensure meeting our resolutions. Ensuring timely resolution of credit requests from the sales team is required

Key Responsibilities:

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| <ul style="list-style-type: none"> • Process transactions accurately and timeously on a computerised accounting system; • Work autonomously without too much supervision; • Make the right decisions on the management of debtor risk; • Follow up on outstanding matters with Credit Guarantee and our sales teams until requests are satisfactorily resolved; • Demonstrate attention to detail; • Demonstrate the ability and willingness to solve problems; • Ensuring that customer records are accurately kept on the master file, responsible for filling of physical documents; • Reconcile monthly the insured limits from our insurer are accurately recorded on the ERP system; • Recognise and correct discrepancies; • Ensure that all risk is signed off within the company's levels of authority; | <ul style="list-style-type: none"> • Deal with external company's to get enough risk information to compile reports and make decisions; • Ensure that all supporting documentation is filed in the correct manner and all POPI requirements (if applicable) are met and/ resolved; • Fit into an existing strong team; • To complete one's work within the allocated time; • To work in a stressful environment that requires immediate action and challenges with tight deadlines; • Work in a team environment; • Organise one's time effectively and efficiently, with the purpose of completing work within the assigned deadlines; • To be able to meet deadlines without constant reminders. |
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Job Requirements:

Education and Experience:	<ul style="list-style-type: none"> • Matric with an exemption (essential); • Minimum 2 years relevant work experience within a credit control environment preferred; • Knowledge regarding the following essential: <ul style="list-style-type: none"> o Accounting practices; o Reconciliations; o Accounts processes.
Technical Competencies:	<ul style="list-style-type: none"> • MS Office essential
Behavioural Competencies:	<ul style="list-style-type: none"> • Accuracy/Attention to detail and Analytical; • Deadline Driven/Ability to work under pressure; • Systematic/Logical thinking; • Self-Motivated.

Application Process:

Contact Person: The Recruitment Team

Telephone Number: 011 237 7000

E-mail address: careers@axiz.com

Closing Date: 20 September 2021

The company is under no obligation to fill this position and should you not have had any feedback within 2 weeks after the closing date, you may consider your application unsuccessful.