

JOB TITLE: CREDITOR'S ADMINISTRATOR

WINDHOEK-Droombos Boutique Hotel

An existing opportunity exists for a detail-oriented, organized and proactive Creditors Clerk responsible for managing supplier accounts, processing invoices, reconciling statements and ensuring accurate and timely payments. The role requires strong administrative skills, accuracy and the ability to maintain professional relationships with suppliers while supporting the overall financial operations of the business.

KEY PERFORMANCE AREAS:

- Reconciling and uploading of CSV import folder into the Pastel system
- Reconcile supplier statements and resolve any discrepancies
- Prepare and process creditor payments within agreed payment terms
- Maintain accurate and up to date creditor records and filing system
- Follow up on outstanding queries with suppliers and internal departments
- Ensure all supporting documentation is correctly captured and authorized
- Assist with month end Creditor reconciliations and reporting
- Maintain good working relationships with suppliers and service providers
- Ensure all related administrative tasks are completed accurately and within deadlines

SKILLS:

- Be self-motivated, proactive and detail-oriented
- Have strong numerical and analytical skills
- Demonstrate honesty, integrity and the ability to handle confidential information
- Be able to work under pressure and meet strict deadlines
- Have strong organizational and time management skills
- Be able to work independently while contributing effectively within a team
- Possess good communication and problem-solving skills

REQUIREMENTS:

- Tertiary education in Accounting or Finance
- Good communication skills both written and oral, in English and Afrikaans
- Computer literate with good operating knowledge of Microsoft Office programs
- At least 3 year's experience in a creditors/ account's payable role
- Knowledge of accounting systems and financial procedures

Application Procedure

If you meet the above requirements and are ready to grow your career within a dynamic logistics environment, apply via www.jobopportunities.net and submit:

- A detailed cover letter
- An updated CV
- Certified copies of relevant qualifications

Application Deadline: 11 September 2026 @ 7:00PM