



V A C A N C Y

Suitably qualified and dynamic applicants are invited to apply for the following vacancies:

DEBTORS CLERK :

**X 2 WINDHOEK HEAD OFFICE
X1 TEMP WINDHOEK HEAD OFFICE**

Purpose of position:

Debt collection and related administration, reconciliations, and requesting of Pod's and claims.

Key Accountabilities:

- To processes information for statements.
- Submits relevant documentation to Claims for credit.
- Continuously requests outstanding claims and Pod's.
- Maintaining ticking off payments received and updated for reconciliation purposes.
- Does ageing of accounts on system and reconciliation.
- Maintain writing receipts and deposit slips, processes and does banking as per policy and procedures.
- To phone debtors for outstanding monies.
- Ensure record keeping throughout the month on all relevant documentation (invoices, creditors).
- Ensure invoice collection for statements. Print statements, attaches relevant documentation and information and mail the statements.
- Maintain stamping of statements for general accounts for settlement discount required. Puts in envelopes and mail the statements
- Ensure that money received gets processed and banked.
- Receives money from the branches via receipts, processes and banks.
- Maintain following up on issues such as outstanding payments, Pod's and claims as per faxes and e-mails. Submits relevant documentations as required for clarification.
- Acts as relief for other Debtors Clerks as required.
- Contributes towards team effort by accomplishing own efficiencies.
- Performs other relief duties or ad hoc tasks as required by Manager.

Qualifications & Experience and Skills:

- Grade 12
- Any relative degree or qualification will be an advantage
- Fluency in Afrikaans and English
- 3-5 years' experience in debtors, reconciliations, invoicing
- Excellent proficiency in Microsoft Excel
- Experience in Proteus system will be a definite advantage
- Be able to handle pressure and conflict situations
- Be self-motivated, demonstrate initiative and be assertive
- Have good communication and interpersonal skills
- Namibian citizenship



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CLAIMS CLERK:

**X1 WINDHOEK HEAD OFFICE
X1 TEMP WINDHOEK HEAD OFFICE**

Purpose of position:

Gives credits to clients to price differences, damages and expired stocks to facilitate debtors payment.

Key Accountabilities:

- Matches invoices with GRV's, post all claims
- Draws GRV's waiting statements from system and checks for correctness, claims and ensures a nil balance
- Investigates discrepancies on POD's and/or waybills and takes corrective steps
- Receives, claims, reprints, attaches invoices and orders claims.
- Sorts claims according to Principals for Sales Managers and send for signatures
- Sorts out invalid claims as per laid down procedure
- Receives original POD's, checks for correctness and passes credits correctly
- Answers queries of customers and/or follows-up AV's with branches
- Does non-stock reports, ticks off credit notes and sends to creditors for month-end
- Performs other relief duties or ad hoc tasks as required by Debtors Manager

Qualifications, Experience and skills:

- Grade 12 certificate
- Fluency in Afrikaans and English
- 3-5 years' experience in debtors, reconciliations, invoicing
- Excellent proficiency in Microsoft Excel
- Experience in Proteus system will be a definite advantage
- Be able to handle pressure and conflict situations
- Be self-motivated, demonstrate initiative and be assertive



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DISPATCH SUPERVISOR:

X1 WINDHOEK

Purpose of position:

Manage a vast range of fast moving consumer goods for division. To support the Divisional Sales Manager in ensuring growth and profitability in accordance to principals and company objectives

Key Accountabilities:

- To Dispatch goods out of warehouse
- Must make sure that the stock is stored in the correct location
- Allocating the correct stock to the relevant cages
- Making sure that all pickings are out of the warehouse
- Indicating the dispatch supervisor, the weight of stock picked daily
- Daily pallet counts
- Daily report of switches/shorts and surpluses to warehouse manager
- Daily hotlines spot checks
- Signing off on discrepancies on picking slips
- To execute the daily pick runs within agreed parameters and timeframes
- Assisting the Warehouse Manager in ad hoc administration functions as required.
- Assists with stocktaking on CIC

Qualifications, Experience and skills:

- Grade 12
- 3 years' experience in warehouse & logistics
- Be computer literate with excellent keyboard operating skills
- Good written and verbal communication skills
- Fluent in Afrikaans and English
- Professional telephone etiquette
- Attention to detail and accuracy
- Namibian Citizenship (certified ID or passport copy required)
- Valid police clearance certificate



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For internal applications to be considered, the applicant must have at least one year's permanent employment with the company. As per company policy and procedure, transfers may only take place after one-year permanent employment within the company.

Individuals meeting the above requirements should please forward a **comprehensive CV together with a covering letter** clearly indicating the position being applied for to:

cic.recruitment@cic.com.na - When forwarding your application via email, please ensure that your information is consolidated and that your email attachments are limited to three (3). Please indicate the position and location in the email subject line.

Please note that **only short-listed candidates** will be contacted and that no documentation will be returned. Applicants who are not contacted within two weeks from the closing date should consider their application unsuccessful.

As per Affirmative Action (Employment) Act, Act 29 of 1998 Namibian Citizens from previously disadvantaged groups will enjoy preferential treatment.

CLOSING DATE FOR APPLICATIONS: 23 October 2026