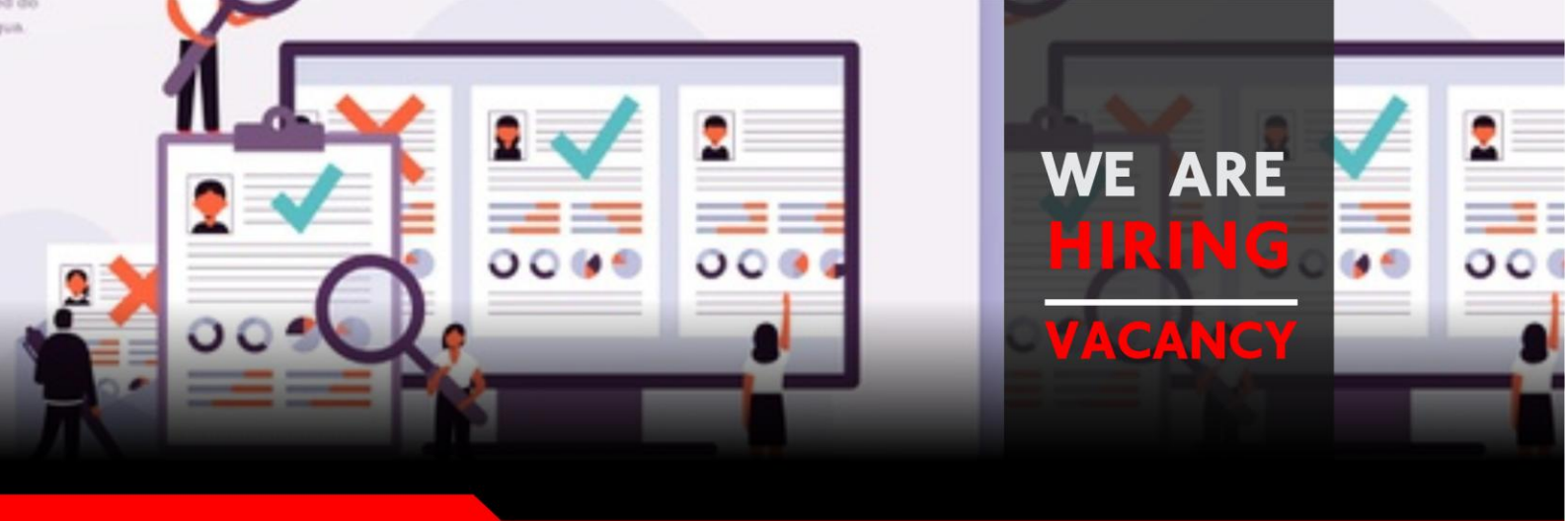




**WE ARE
HIRING
VACANCY**

Vacancy: **BMG Pretoria - 626, Gauteng, South Africa**

Administrator (Debtors) - M5393

Closing Date: 31 July 2026



Roles & Responsibilities:

- Evaluating new credit requests and conducting client checks.
- Collecting debts from company debtors.
- Explain overdue accounts when needed.
- Collection of all payments and debts.
- Responding to client inquiries.
- Liaising with customers and the sales team to resolve account queries.
- Ability to reconcile complex debtors accounts.
- Assisting with Debtor credit limit process.
- Monitoring and updating unscanned POD's.
- Processing Daily Cash Banking.
- Assisting with weekly internal Audit processes and reports.
- Providing information for internal Auditors when needed.
- Retrieving and filing various branch documentation, ie, Credit Notes, Purchase Orders.
- Handle Branch calls related to General administration of the branch.
- Registering and verifying of day-to-day supplier invoices and submitting for payment.
- Overseeing branch stationary purchases.
- Assisting with branch vehicle services call logs, filing of all related documentation.
- Overtime calculation report for staff.

Minimum Requirements:

- Matric
- Minimum 2 years administrative experience
- K8 experience

Should you have the necessary skill set, attach a brief CV to: vacancyapplications@bmgworld.net – REF: **Administrator – M5393.**

All internal applicants are required to complete an **IVAF** form signed off by line manager prior to submitting application.

Closing date for applications – 31 July 2026.

If you have not received notification regarding your application within 2 weeks, please accept that your application was unsuccessful.



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