



# WE ARE HIRING!

## BOOKKEEPING CLERK

Provide administrative support to the project and finance teams.

### KEY RESPONSIBILITIES

- Handle bookkeeping duties, including reconciliations and managing supplier invoices
- Maintain accurate purchasing records and support cost control processes
- Create purchase orders, monitor deliveries, and liaise with suppliers
- Provide administrative support to project and finance teams

### QUALIFICATIONS, EXPERIENCE & SKILLS

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• <b>Grade 12</b></li><li>• <b>Microsoft Excel &amp; Word</b></li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• <b>Proven experience in residential construction procurement</b></li></ul>
<b>SKILLS</b>	<ul style="list-style-type: none"><li>• <b>Strong bookkeeping and reconciliation skills</b></li><li>• <b>Proficient in Microsoft Excel</b></li></ul>

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**Closing Date: 17 February 2026**

