



Job Title: Administrator / Bookkeeper – Head Office (Ballito)

Our client is seeking a reliable, organized, and detail-oriented **Administrator / Bookkeeper** to join our head office team in Ballito. Their office manages multiple companies, and this role is essential in ensuring smooth day-to-day operations and accurate financial record-keeping.

Key Responsibilities:

- General office administration and filing
- Capturing invoices, expenses, and financial records
- Processing and reconciling accounts
- Assisting with payroll administration
- Managing correspondence (emails, calls, and documents)
- Maintaining organized financial and company records
- Supporting directors and management as needed
- Ad hoc administration

Requirements:

- Previous experience in administration and/or bookkeeping
- Basic knowledge of accounting/bookkeeping principles
- Proficiency in Microsoft Office (especially Excel)
- Strong attention to detail and accuracy
- Excellent organizational and communication skills
- Ability to multitask and work in a fast-paced environment
- Must be reliable, trustworthy, and professional

Location: Ballito

Salary: R10,000 – R12,000 per month (based on experience)

Working Hours: Monday – Friday, office-based

If you are a proactive, responsible, and efficient professional looking to grow within a supportive business environment, we would love to hear from you.

To apply: Please send your CV to mzansitalentagency@gmail.com