

VACANCY

RETAIL ADMINISTRATION ASSISTANT - ATHLONE 12 MONTH FIXED TERM CONTRACT

CORE PURPOSE OF THE JOB

To provide administrative support to the Senior Banking Officer in an efficient manner.

MAIN FUNCTIONS OF THE JOB INCLUDE:

- Loads EFT payments on a daily basis.
- Captures ARIP (Albaraka Regular Income Provider) on the 01st and the 15th of each month.
- Loads debit orders on a daily basis.
- Attends to scanning anomalies and adhoc scanning requirements.
- Attends to back office email and telephonic queries.
- Prints daily Enterprise and Equation reports

QUALIFICATIONS

- Matric
- Related tertiary qualification or studying towards a degree in Bcom finance/accounting would be an advantage.

PREFERRED EXPERIENCE

- Work experience within Banking would be an advantage.

KNOWLEDGE

- Proficient in Microsoft Office Programs

SKILLS REQUIRED

- Good communication skills, written, verbal and numeric
- Ability to work under pressure
- Ability to meet strict deadlines
- Accuracy with attention to detail
- Ability to manage time
- Trustworthy
- Interpersonal
- Confidentiality
- Integrity
- Professional

Kindly forward your CV to hr@albaraka.co.za