

## **Creditors Clerk (Part-time)**

Are you a detail-oriented and dedicated Creditor Clerk professional? CTS Trailers is seeking a **Part-time Creditors Clerk** to support our finance team in Bellville, Stikland Industrial. This is a fantastic opportunity to gain experience in a fast-paced, professional environment with a respected name in the industry.

### **Key Responsibilities:**

- Processing and reconciling creditor accounts
- Preparing supplier ageing reports
- Ensuring accurate, timely payments and record-keeping

### **Requirements:**

- Proficiency in **Microsoft Office Suite** (Word, Excel, Outlook) and office equipment.
- Any relevant tertiary qualification.
- Knowledge of **SYSPRO** will be advantageous but is not compulsory.
- Must have a minimum of **3 – 4 years previous experience** in a creditors clerk role.
- Extremely well spoken and proficient in **English & Afrikaans**.
- Available **Monday to Friday, 08:00 to 13:00**.
- Valid **driver's license**.
- Grade 12 / **Matric certificate**.
- Excellent interpersonal skills.
- Professional appearance and demeanour.
- Friendly, approachable, and service-oriented attitude.
- Self-motivated and result driven.
- Accurate and dependable.

**To apply, please send your detailed CV with a certified copy of your ID and proof of qualification to [karla@hrmconnect.co.za](mailto:karla@hrmconnect.co.za)**