



Ons nooi jou uit om by die OBARO-span aan te sluit en saam 'n beter toekoms vir ons industrie te bou. OBARO glo daarin om 'n positiewe werkskultuur te kweek wat loopbaan-groei en innovasie aanmoedig, daarom is ons opgewonde om die OBARO kultuur met nuwe lede van die OBARO-span te deel. Met 90+ jaar se ondervinding streef OBARO daarna om die boer se besigheid op elke plaas te wees.



## **ADMINISTRATIEWE KLERK OBARO NORTHAM (Verw.: 24/468)**

Die suksesvolle kandidaat sal aan die Assistent Besigheidsbestuurder rapporteer.

### **Verantwoordelikhede:**

- Hantering, kontrolering en rekonsiliasie van daaglikse kontant;
- Rekonsiliasie van kliënt rekening;
- Liassering en algemene administratiewe take;
- Brandstof rekonsiliasie en balansering;
- OTM rekonsiliasie en balansering;
- Kliënte skakeling; en
- Hantering van debiteure.

### **Vaardighede, Kwalifikasies en Algemene Vereistes:**

- Graad 12 kwalifikasie;
- Geldige bestuurslisensie;
- Toepaslike ondervinding sal voorkeur geniet;
- Rekenaarvaardig en kennis van die MS Office pakket;
- Uitstekende kommunikasievaardighede asook goeie; en
- Afrikaans- en Engelsmagtig.

OBARO bied die suksesvolle kandidaat 'n mededingende pakket, gebaseer op totale koste van indiensneming.

**Om aansoek te doen vir hierdie pos, besoek asseblief ons webwerf op [www.obaro.co.za/careers](http://www.obaro.co.za/careers)**

**Sluitingsdatum: Dinsdag, 05 November 2024.**

*Die aanstelling sal gedoen word in ooreenstemming met OBARO se Gelyke Indiensnemingsplan.*

Deur aansoek te doen vir hierdie pos stem u, in terme van die Wet op Beskerming van Persoonlike Inligting (POPI), in dat u persoonlike inligting wat verkry word deur OBARO en derde party leweransiers, die inligting mag gebruik en stoor om verwysings na te gaan en vir kredietwaardigheid ondersoek en statistieke verslag doeleindes. Indien u 30 dae na die sluitingsdatum nog nie van ons verneem het nie, kan u aanvaar dat u aansoek onsuksesvol is.



In lyn met die boer  
Aligned with the farmer





We invite you to join the OBARO team in building a better future for our industry. OBARO believes in cultivating a positive work culture that encourages career growth and innovation and we are excited to share the OBARO culture with new members of the OBARO team. With 90+ years experience OBARO strives to be the farmers business on every farm.



## **ADMINISTRATIVE CLERK OBARO NORTHAM (Ref.: 24/468)**

The successful candidate will report to the Assistant Business Manager.

### **Responsibilities:**

- Handling, checking and reconciliation of daily cash;
- Reconciliation of client accounts;
- Filing and general administrative tasks;
- Fuel reconciliation and balancing;
- ATM reconciliation and balancing;
- Client liaison; and
- Handling of debtors.

### **Skills, Qualifications and General Requirements:**

- Grade 12 qualification;
- Valid driver's licence;
- Relevant experience will be advantageous;
- Computer literacy and knowledge of the MS Office package;
- Excellent communication skills; and
- Fluent in Afrikaans and English;

OBARO offers the successful candidate a competitive package, based on total cost to company.

To apply for this position please visit our website at [www.obaro.co.za/careers](http://www.obaro.co.za/careers)

**Closing date: Tuesday, 05 November 2024.**

*The appointment will be made in line with OBARO'S Employment Equity plan.*

By applying for this position, you consent in terms of the Protection of Personal Information Act (POPI) to your personal information being obtained, utilised and stored by OBARO and its third-party service providers, through inter alia, reference checks, credit checks and statistical reports. If you have not heard from us within 30 days, you can safely assume that your application was unsuccessful.

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