

**Position:** Cashier  
**Business Unit:** Garden City Commercial  
**Location:** Mbombela  
**Reporting to:** Financial Manager



## Overview: Job purpose and deliverables

**Purpose of the role:** To ensure all cash received / receipted and banked are controlled carefully as well as to maintain excellent service levels and to maintain sales and productive levels

### Key deliverables and outputs:

#### Reporting to the Financial Manager, you will be responsible for:

- Be responsible for receipting and checking payments;
- Ensure completed administration;
- Other related admin duties;
- Customer service
- Work in a service and parts-oriented environment and provide exceptional service by providing accurate and timely information to customers;
- Build good supplier relationships, maintaining a professional reputation as an ambassador for BMR;
- Be able to manage yourself and to work with cash
- Always be polite and diplomatic with customers
- Perform general administrative and ad hoc duties
- Manage customer queries



# Overview: Essential individual competencies to be successful in the job

## Academic qualifications:

- Matric (Grade 12)
- Unendorsed driver's License
- Admin experience will be advantageous

## Work experience:

- Prior experience in the field is necessary
- Proven track record with contactable references
- Switchboard/receptionist experience

## Knowledge and Skills:

- Basic accounting knowledge
- Figure orientated
- Attention to detail
- Ability to multitask
- Good interpersonal relationships
- Teamwork
- Ability to work under pressure
- Good speaking voice
- Concern for meeting deadlines
- Willingness to comply with company administrations systems; and
- Willingness to work flexible hours/overtime
- Helpful, supportive and Communicative
- Methodical Approach to Work

## Behavioural Attributes:

- Strong Discipline & Administration Skills
- Work independently
- Attention to Detail and Accuracy
- Computer Literacy – Pre-requisite
- Excel & Word Experience
- Professional appearance and 1<sup>st</sup> impressions
- Willingness to learn and keep up to date with developments

### Level of Decision-Making

Decision making takes operational trends and business plan into account and generates multiple possibilities that involve trade-offs and juggling of multiple variables (budget, people, technology).

### Level of Problem Solving

Problem solving requires specialist and/or highly technical ideas/concepts.

**APPLICATIONS MUST BE FORWARDED TO: ON, OR BEFORE: 10 May 2024**

Email: [Recruitment@nmi.co.za](mailto:Recruitment@nmi.co.za)

**Please use reference number: Cashier Garden City Commercial Mbombela**

Any internal employee who considers this opportunity must inform his/her manager prior to applying/attending an interview.

Should you not receive a response in 10 days, please consider your application as unsuccessful as Selection will be done in terms of the company's Employment Equity Policy