



**Enabling The Age Of
Corporate Access**

A photograph of a smiling man with a beard and short brown hair, wearing a light blue shirt, looking towards the camera. In the background, two other people are blurred, one holding a tablet.

**We're
Hiring**

OFFICE ASSISTANT

Location: Johannesburg
Closing Date: On-going Recruitment

Company Overview:

Enterprise Outsourcing has successfully positioned itself as a leader in IT and data solutions by focusing on customising technology to meet clients' specific business needs.

We are currently looking for competent and organized Office Assistants who can join our Share Service Centre.

Job Purpose and Key Deliverables:

1. Debtors and Creditors:

- Customer billing
- Customer and Supplier recons
- Debtors payment allocations
- Payment follow-ups
- Daily and monthly payment lists
- Processing of invoices

2. Procurement and Administration:

- Requesting and negotiating of quotations
- Processing and placing customer and internal orders
- Arranging couriers for internal and external clients
- Booking accommodation and flights
- Relieving at reception
- Office administration duties

Requirements:

- Grade 12/ Matric
- Qualification in Bookkeeping or Business Administration
- University Degree will be valued

How to Apply:

Please complete the digital form in order for your information to be pulled into our recruitment database. This will allow us to review your application for the Office Assistant Position.

[Please click here to apply.](#)

If you have any queries please contact:

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