

<https://mjmrecruitment.co.za/current-positions-available/administration-manager-pmb-2/>

## Administration Manager – PMB

### Description

**WE ARE HIRING:**

### ADMINISTRATION MANAGER – RETAIL

### PIETERMARITZBURG

To partner with the branch and regional management to implement and measure initiatives to enhance financial performance. Set goals to control productively and affordability in accordance with the financial operations plan for the financial period. Controlling store expenditure within the budget accurately and timeously. Communicate, train, implement and sustain relevant systems, methods and processes within the store to deliver the required outcome. Ensure compliance in internal controls through effective risk management to minimise risk and deliver operational excellence. Manage payroll to optimise productivity and control wage cost. Manage all cash activities to ensure a controlled cash handling environment maintained and control the store fixed asset register. Manage general HR administration to ensure data integrity and accurate record retention. To develop recruit, retain and lead competent and motivated staff composite.

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### Hiring organization

MJM Recruitment

### Employment Type

Full-time

### Beginning of employment

01.12.2023

### Duration of employment

Full Time

### Industry

Admin

### Job Location

Pietermaritzburg

### Date posted

November 13, 2023

### Valid through

31.12.2023