https://mjmrecruitment.co.za/current-positions-available/administration-managers-durban-and-pietermaritzburg/

Administration Managers – Durban & Pietermaritzburg

Hiring organization
MJM Recruitment

Employment Type
Full-time

Beginning of employment
02.12.2024

Duration of employment
Full Time

Industry
FMCG – Retail

Job Location
Durban / Pietermaritzburg

Date posted
November 4, 2024

Valid through
31.12.2024

Description
WE ARE HIRING:

ADMINISTRATION MANAGERS – RETAIL

DURBAN & PIETERMARTIZBURG

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 motived staff composite.

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