https://mjmrecruitment.co.za/current-positions-available/administration-manger-pmb-2/

Administration Manager – PMB

Hiring organization
MJM Recruitment

Beginning of employment
31.07.2023

Duration of employment
Full Time

Industry
Retail

Job Location
Pietermaritzburg

Date posted
July 18, 2023

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 in order to control productively and affordability in accordance to 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.

CONTACT: Mario Matthews (031) 572 3610/ E Mail: mario@mjmrecruitment.co.za