

**COSTING AND INVOICING CLERK
HIRT & CARTER
DURBAN**

CORE PURPOSE OF THE JOB:

Ensure that all jobs are costed and invoiced correctly within agreed specified timeframes.

KEY PERFORMANCE AREAS:

- Ensure that jobs are invoiced within 3 days of despatch
- Ensure that the actual material usage is equal to estimate material usage
- Compile WIP and distribute to sales and sales support
- Provide feedback to all stakeholders, internal and external timeously
- Provide accurate reports to management

QUALIFICATIONS / EXPERIENCE:

- Relevant tertiary qualification with 1-2 years' experience in a similar role
- Strong numerical processing ability
- Intermediate computer skills

BEHAVIOURS & ATTRIBUTES:

- Attention to detail
- Analytical skills
- Excellent communication skills
- Ability to multitask and prioritize
- Team player

The advert has minimum requirements listed.

Management reserves the right to use additional / relevant information as criteria careers@hcg.one

Closing date for applications is Wednesday, 4 October 2023.