



Position:	Creditors Clerk / Office Administrator
Primary responsibility:	Creditors and accounts payable
Secondary responsibility:	General office administration
Location:	Blackheath Industria, Cape Town
Employment Type:	Full-Time
Industry:	Manufacturing
Salary:	Market related

About the Role

We are looking for a reliable, organised, and detail-oriented Creditors Clerk with Office Administrative responsibilities to join our team. The successful candidate will assist with creditors, supplier accounts, invoicing, and financial record-keeping while providing general office administration support.

Key Responsibilities

- Process and capture supplier invoices accurately.
- Reconcile supplier statements and resolve discrepancies.
- Prepare creditor payments and maintain accurate creditor records.
- Follow up on outstanding invoices and account queries.
- Assist with accounts payable and general bookkeeping duties.
- Perform data capturing and maintain accurate filing systems.
- Handle emails, telephone calls, and general office correspondence.
- Assist with administrative tasks and provide support to management and other departments.
- Maintain confidentiality and ensure financial information is handled appropriately.

Requirements

- Grade 12.
- Previous experience in creditors, accounts payable, or office administration.
- Basic accounting knowledge.
- Proficiency in Microsoft Office, particularly Excel and Outlook.
- Experience with accounting software will be an advantage.
- Excellent attention to detail and accuracy.
- Strong organisational and time-management skills.
- Good written and verbal communication skills.
- Ability to work independently and meet deadlines.
- A professional, positive, and dependable attitude.

Advantageous

- Relevant accounting or bookkeeping qualification.
- Experience with Syspro.
- Previous experience in a busy office environment.

How to Apply

Interested candidates should forward a comprehensive CV in confidence via email to **hr@masterplasticsgroup.com** and use the reference **Plusnet Creditors Clerk / Office Administrator** in the subject line.



Closing Date: 25 September 2026.

Only shortlisted candidates will be contacted.

Applicants are required to use the designated application reference and submit their CV only once before application deadline. Repeated submissions, incorrect referencing or late submissions may result in the application not being reviewed.