



Infogro (Pty.) Ltd a member of the OBARO Group and an information systems services provider. Infogro offers outstanding opportunities for individuals to develop themselves and to become a part of this fast growing company.

REKENKUNDIGE KLERK INFOGRO HOOFKANTOOR (Verw.: 25/094)

Die suksesvolle kandidaat sal aan die Finansiële Bestuurder rapporteer.

Verantwoordelikhede:

- Daaglikse teboekstelling van bates;
- Onderhou van bate register;
- Bate bevestigings by takke;
- Waardevermindering en slytasie van bates;
- Verseker dat die bates op die stelsel ooreenstem met wat toegedeel is;
- Verwerking van versekeringseise; en
- Kommunikasie skakeling tussen Handels takke en die IT afdeling.

Vaardighede, Kwalifikasies en Algemene Vereistes:

- Graad 12 kwalifikasie;
- Toepaslike BCom kwalifikasie of 3 jaar toepaslike ondervinding sal voorkeur geniet;
- Afrikaans- en Engels magtig;
- Moet bereid wees om te reis na die takke toe;
- Geldige bestuurslisensie met eie vervoer,
- Moet onder druk kan werk en hou by streng tydligne;
- Rekenaar vaardig en kennis van MS Excel; en
- Uitstekende kommunikasievaardighede asook goeie mense verhoudinge.

InfoGro bied die suksesvolle kandidaat 'n mededingende pakket, gebaseer op totale koste van indiensneming.

Om aansoek te doen vir hierdie pos, besoek asseblief ons webwerf op www.obaro.co.za/careers

Sluitingsdatum: Saterdag, 10 Mei 2025.

Die aanstelling sal gedoen word in ooreenstemming met InfoGro se Gelyke Indiensnemingsplan

By applying for this position, you consent in terms of the Protection of Personal Information Act (POPI) to your personal information being obtained, utilised and stored by OBARO and its third-party service providers, through inter alia, reference checks, credit checks and statistical reports. If you have not heard from us within 30 days, you can safely assume that your application was unsuccessful.



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**ACCOUNTING CLERK
INFOGRO HEAD OFFICE
(Ref.: 25/094)**

The successful candidate will report to the Financial Manager.

Responsibilities:

- Daily asset booking;
- Maintain the asset register;
- Asset confirmations at branches;
- Depreciation and wear and tear of assets;
- Ensure that the assets on the system match the allocated assets;
- Processing of insurance claims; and
- Communication and coordination between branches and the IT department.

Skills, Qualifications, and General Requirements:

- Grade 12 qualification.
- A relevant BCom qualification or 3 years of relevant experience will be preferred;
- Proficiency in both Afrikaans and English;
- Must be willing to travel to branches;
- Valid driver's license with own transport;
- Must be able to work under pressure and meet strict deadlines;
- Computer literate with knowledge of MS Excel;
- Excellent communication skills and good interpersonal relations.

InfoGro offers the successful candidate a competitive package,
based on total cost to company.

To apply for this position please visit our website at www.obaro.co.za/careers

Closing Date: Saturday, 10 May 2025.

*The appointment will be made in line with InfoGro's Employment
Equity Plan.*

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