

Africa Technical Services Limited is hiring Assistant Payable officer

The principal activities of the Company are that of providing technical, management, marketing and related services to the natural resource industry. The Parent of the Company is registered in Netherlands and we operate in a mining industry. and our hub in Mauritius,

The company is situated at IconEbene, 4th Floor, Ebene, Mauritius

Duties are as follows:

- Obtain, process and upload all supplier invoices into MSD365
- Ensure Invoice compliance in line with statutory requirements
- Obtain Supplier statements
- Perform supplier reconciliations and prepare applicable documents for payment
- Solve supplier and internal queries
- Provide Remittances Advice to Suppliers
- Support various stakeholders (Site Finance teams, Auditors, Tax Authorities)
- Any other adhoc duties as may be assigned by Managers

We are currently looking for degree holders in the following field for this permanent position:

LM300	BSc (Hons) Accounting (Minor: Finance)
LM300E	BSc (Hons) Accounting (Minor: Finance)
LM300M	BSc (Hons) Accounting (Minor: Finance)
LM302	BSc (Hons) Finance
LM304	BSc (Hons) Accounting (Minor: Management)
LM304M	BSc (Hons) Accounting (Minor: Management)
LM306	BSc (Hons) International Business Finance

Duration: Permanent

Experience: Fresh Graduates



Remuneration: Remunerated

Working Days/ Time: From Monday to Friday- 8:30 to 5:30pm

Send your CV/ Motivation Letter on: Sajeed.ramputh@ergafrica.com

By: Within 3 weeks

Learn more on their company: [Home - ERG Africa](#); [Eurasian Resources Group \(ERG\)](#)