



Joburg|Market

Joburg Market (SOC) Ltd

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www.joburgmarket.co.za
www.joburg.org.za

CASHIER

Salary: R14 250.00 per month basic excluding benefits

JOB PURPOSE

Receive and record bulk cash and load cash onto buyers cards for purchasing. Cashing up cash receipts against SPS system on a daily basis. Prepare daily cash bags and coin boxes. Maintain and balance cash on daily basis.

DUTIES AND RESPONSIBILITIES

Receives and receipts a variety of payments and other cash related transactions, counts money, processes refunds and issues receipt for cash received, able to maintain a clean, neat and correctly stocked with necessary suppliers like stationery etc, keeps the area neat and stocked with necessary supplies, balance cash and cheques received daily, prepares cash received for bank deposit and balances the cash drawer, provide information to patrons regarding pertinent rules, policies, and procedures related to cash and cash related transaction, directs patrons to proper office; as appropriate, to seek resolution of problems beyond the Information available to the Cashiers, performs miscellaneous job related duties as assigned, able to maintain knowledge of product description and current location, particularly effective in maintaining the confidentiality of records and data, able to protect the company assets using sound judgment and vigilant eye.

QUALIFICATIONS

- Grade 12
- Computer Literacy
- Up to 6 months relevant experience

Joburg Market is an equal opportunity employer. All appointments will be made in accordance with Joburg Market Employment Equity Policy. Joburg Market reserves the right not to make appointment

Email to cashier@joburgmarket.co.za

Please note all CV's must have the following

Attachments: Cover Letter, certified copy of ID, and supporting qualifications, if not attached your application will be rejected. NO APPLICATION FORMS MUST BE COMPLETED

By submitting your application for a position at Joburg Market, you are consenting that the personal information submitted as part of your application may be used for the purposes of Recruitment and Selection and related process.

Please take note that if you are not contacted after 4 weeks of closing date; consider your CV as unsuccessful.

N. B. Applicants from Indian, Colored and White population Groups are encourage.

The closing date is 10 September 2022 at 12:00 pm.

Jones