

Creditors Claims Clerk: X1 Windhoek

Type of Notification: Vacant Position
Employee Type: Full Time
Employee Status: Permanent

Closing Date: 10 August 2026

PURPOSE OF THE POSITION

To administer and process supplier and warehouse claims accurately and efficiently, ensuring all supporting documentation is complete, compliant with principal requirements, and submitted timeously through SAP.

RESPONSIBILITIES

- Process all claims on SAP.
- Promo claims – Make sure all the POP's, POA's, purchase order to send through to the principal.
- Responsible for uploading and sharing the supporting documents to the principals.
- Verify items on invoice versus checklist before validating claim on SAP.
- Weekly update on all outstanding mitigating documents.
- Daily consolidation of all supporting documents as per supplier requirements for the inbound claims.
- Process and validate the warehouse damage claims & warehouse factory faults claims.

SKILLS AND KNOWLEDGE

- Analytical person who understands warehouse operations.
- Attention to detail.
- Analysis of operational data and problem-solving skills are essential.
- Result driven with time management skills.
- Excellent planning and organizing skills.
- Good communication skills.
- Inter-Personal skills and results oriented.
- Knowledge of standard operating procedures for claims clerk

QUALIFICATIONS AND EXPERIENCE

- Grade 12



- Claims experience in an FMCG environment will be an added advantage.

Wutow offers market related remuneration packages aligned with experience and qualifications. Applicants from previously disadvantaged groups and those living with disabilities are encouraged to apply. Interested applicant should apply using this link <https://www.wutow.com.na/vacancies/>. Please ensure to include three traceable reference contact. Only short listed will be contacted.