

Debtors Clerk: X1 Windhoek

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

Closing Date: 05 October 2026

PURPOSE OF THE POSITION

The Debtors Clerk is responsible for the efficient management of the debtor accounts and ensuring that the debtors ageing is within the agreed credit terms and limits.

KEY PERFORMANCE AREA

- Perform reconciliations on debtor accounts.
- Processing and allocation of receipts from customers
- Resolve customer queries with regard to proof of deliveries, claims, invoices, credit notes and statements.
- Investigating overdue balances on the debtors' accounts
- Credit notes for settlement discounts, claims, rebates, and promotional discounts.
- Submit weekly customer statements.
- Adhoc duties as prescribed by Manager.

QUALIFICATIONS AND EXPERIENCE

- Grade 12
- At least five (5) years' experience in the debtor's department
- Key account experience
- FMCG experience 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.