Filing Clerk: X1 Windhoek

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

Closing Date: 03 December 2026

PURPOSE OF THE POSITION

The purpose of this position is to preserve the company's records and manage paperwork effectively. Responsible for the final process of marrying all documentation with regard to shipments, PO's and invoices. Verifying with list, scanning of the documentation and filing in prescribed order.

RESPONSIBILITIES:

- Filing of shipments of the Debtors.
- Organize paperwork according to an efficient filing system.
- Protect and update files as well as make them easily accessible to your colleagues.
- Receive shipments from Warehouse.
- Ensure that all invoices are attached to the shipment.
- Attach all loose documents to the Invoice.
- Ensure each and every document is scanned as required.
- Sort all documentation according to Debtors.
- File all documents in specified order.
- Assist with queries and locate documents in files.
- Safekeeping of files and documentation.
- Adhere to Company policies, procedures, standards and methods.
- Adhere to Health and Safety Policies and procedures.

QUALIFICATIONS AND EXPERIENCE:

- Grade 12
- At least two years' experience in the field
- Must be result driven with planning and organizing skills
- Must have disciplined approach
- Good interpersonal relations

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.