

PROPERTY BILLING ADMINISTRATOR

Full time position available for motivated property billing clerk/administrator with a property investment fund located in the Cape Town Northern Suburbs.

Responsibilities will include (but are not limited to):

- Full tenant billing function
- Receipting
- Tenant deposit reconciliations
- Maintaining leases / lease audits
- Tenant related reporting
- Tenant queries
- General finance administrative functions

Candidate requirements:

- Property industry experience
- Experience working on MDA/MRI Property Management System
- 2-3+ years experience in a similar position
- MS office experience (MS Excel – intermediate)
- Detail orientated, accurate, meticulous
- Effective time management with multiple deadlines
- Ability to work under pressure
- Ability to use initiative and good problem-solving skills