



Career Opportunity

Cashier

2 year Contract

The position will be based in the Finance & Accounts Department.

Duties will include:

- To issue manual &/or automatic receipts for payments received by cheque, cash, credit card and bank transfer for the Swan Group
- To reconcile total cash in hand and cheques processed with the automatic receipt system
- To manage cash and cheque banking
- To process returned cheques on the system and send letters to clients for cancelled cheques

Qualifications and Experience:

The ideal candidate should possess the following profile:

- Higher School Certificate (HSC) or equivalent with Maths and Accounts
- Should have preferably, at least two years experiences in a similar position
- Have good interpersonal skills
- Be computer literate in MS Office Tools

If you feel challenged by the above position, and believe you have the required profile, please send your application letter and a full Curriculum Vitae online quoting "**Cashier**" in the subject line to

hr@swanforlife.com

Closing Date: Friday 18 October 2019

The Company reserves the right:

1. To convene only the best qualified candidates to participate in the selection exercise.
2. Not to make any appointment following this advertisement.