



The Mauritius Chemical & Fertilizer Industry Limited (MCFI) is recruiting **Debtors Clerk**

**Job Description:**

The job incumbent shall be responsible for chasing outstanding payments and plays a vital role in the cash flow of the organization. She shall ensure credit given to customers is monitored and controlled effectively.

**Responsibilities:**

- Invoicing, issue of delivery notes, payment processing
- Banking of all cash and cheque payment from customers
- Dealing with customer requests, enquiries and complaints.
- Provide support to the Sales department as and when required

**Profile of the Ideal Candidate**

- A Higher School certificate
- Excellent IT skills with Microsoft Office
- Knowledge of SAGE X3 or ERP would be an advantage
- Good communication, interpersonal and negotiation skills
- Good written and spoken English and French

**Employment Type:** Permanent

Application with full CV should be sent to Aruna Rashpassing (aruna@mcfi.mu) by **29<sup>th</sup> May 2022**. Only the best candidates will be selected for interview.

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