

Job Title: Administrative Cashier

Reports to: General Manager

Location: Oyarifa, Accra

Job Summary:

We are seeking a detail-oriented and organized Administrative Cashier to join our team. The successful candidate will be responsible for managing financial transactions, providing administrative support, and ensuring excellent customer service.

Key Responsibilities:

Financial Duties:

- Manage cash flow and financial transactions accurately.
- Handle cash, bank transactions, and invoicing.
- Maintain accurate records of financial transactions.
- Reconcile cash, bank and mobile money transactions.

Administrative Duties:

- Provide administrative support to the management team.
- Answer phone calls and respond to emails.
- Maintain accurate records and files.
- Perform general administrative tasks as needed.

Customer Service:

- Provide excellent customer service to customers.
- Respond to customer inquiries and resolve issues promptly.
- Maintain a positive and professional attitude.

Qualifications:

- A diploma or degree in a related field.
- Previous experience in a similar role (cash handling and administration).
- Basic accounting knowledge.

Qualities:

- Ability to work accurately and efficiently.
- Excellent communication and customer service skills.
- Skilled in social media marketing and engagement.
- Ability to work independently and as part of a team.
- Strong problem-solving and analytical skills.

What We Offer:

- Competitive salary.
- Opportunities for professional growth and development.
- Collaborative and dynamic work environment.

If you are a proactive and results-driven individual, send your resume and cover letter to info@mapexrealtyandservices.com with the job title as the subject of your email.