



PA Matswani Capital- Job description

Daily / Weekly Responsibilities

Office & Administrative Management

- Manage office requirements including stationery and grocery purchases.
- Maintain filing systems for invoices, receipts, and operational documents.
- Assist with general office administration and coordination.
- Provide support to management and different departments when required.

Procurement & Supplier Coordination

- Assist with purchasing processes and supplier communication.
- Obtain and compare supplier quotations to ensure competitive pricing.
- Coordinate order collections from suppliers and third parties.
- Follow up with suppliers regarding order status and availability.
- Purchases for export to our Mozambican subsidiary.

Logistics & Import/Export Coordination

- Coordinate transport arrangements and communicate with transporters.
- Ensure required import/export documentation is available and completed correctly.
- Review documents for possible errors before submission.
- Liaise with suppliers, transporters, and clearing agents to ensure smooth movement of goods.
- Deliver orders and documentation to transport providers where required.
- Assist with customs clearance processes by providing required documents.

Invoice & Finance Administration

- Prepare and send invoices to clearing agents to start customs processes.
- File invoices, receipts, and supporting documents.
- Track company-related purchases and recoveries.



Prepare monthly invoice updates together with charne.

- Share supplier payment schedules to assist with timely payments.

Travel & Visa Administration

- Assist with visa application administration.
- Arrange flights and travel bookings for management and staf.

Systems & Internal Support

Provide assistance with:

- Pastel accounting software
- SharePoint
- Email administration
- Document management

Reporting & Tracking

Maintain tracking records for:

- Office purchases
- Supplier orders
- Logistics activities
- MAH invoice recoveries
- Company equipment purchases (e.g. laptops)