

KINDLY NOTE:

All applications should be made via email to za_recruitment@jcdecaux.com and state the position in the subject line. The company is under no obligation to fill these positions, should you not receive any correspondence within two weeks of applying, please consider your application as unsuccessful.

We have 1 positions available.

1. **Administration Manager** - Please scroll down to page 2 -3

1. Job Title: Administration Manager

The Company

The JCDecaux Group is the number one Outdoor Advertising company worldwide, the market leader in Europe, number 1 in Asia Pacific, in Latin America and in Africa.

JCDecaux is n°1 Worldwide for street furniture (524,580 advertising panels), n°1 in Europe for billboard advertising (177,760 advertising panels), n°1 worldwide for airport advertising with concessions in 230 airports, and more than 280 contracts in metros, buses, trains and tramways (395 770 advertising panels), and n°1 worldwide in self-service bicycles. Employing a total of 12,850 people, the Group is present in more than 70 different countries and 3,700 cities of more than 10,000 inhabitants and generated revenues of €3,208m in 2015

Minimum Requirements

- BCom or relevant experience
- At least 5 years' management experience of more than 10 employees
- Full understanding of management accounts, working out DSO and knowledge of foreign currencies
- Credit Vetting, Risk assessment, managing the impact of delinquent debtors on business
- Must be computer literate with advanced Excel & Word
- Must be able to travel into Africa

Added Advantage

- Experience in Experian, Kredit Inform and ITC reports
- Experience and understanding of contracts
- An understanding of the legal debt collection process (good understanding of the NCA)
- Multicurrency experience across Africa countries
- Strong IR & recruitment skills
- Must understand software systems and Data Admin
- Good reporting writing skills

Roles and Responsibilities

South Africa & Africa

- Manage staff including HR issues (Recruitment & IR, i.e. disciplinary hearings, poor work performance, etc)
- Manage Debtors Department

- Manage Groups collections through target setting and monitoring
- Weekly monitoring and reporting of collections
- Implement and update Company's credit policies and procedures
- Manage credit risk through automated reports.
- Manage overdue ledgers on a weekly basis and suggest measures to improve
- Deal with attorneys in legal handover process
- Full administration of debt collecting including standard correspondence
- Calculate monthly provisions for bad debts on agency commissions per Company policy
- Monthly debtors reporting including days calculation
- Maintain acceptable debtors day outstanding
- Overseeing Billing Department
- Manage Group's monthly invoicing through multicurrency environment
- Advise on updating the company sales contracts with up to date legislative changes (to be finalised by internal legal department)
- Administration of barter deal transactions relating to debtors book
- Assist site rentals department where applicable

Other duties

- Constantly improve on admin and system updates by automation of processes
- Setting of budgets
- Year-end Group reporting for departments reporting to Admin Manager

Attributes

- Excellent interpersonal skills
- Strong conflict & resolution skills
- Ability to multitask
- Ability to lead, motivate and supervise team
- Meticulous attention to detail
- Excellent organisational skills
- Good problem solving skills
- Ability to identify problems and implement an action plan
- Good communication and presentation skills at board level

The logo for JCDecaux, featuring the company name in a bold, dark blue sans-serif font. The text is positioned to the right of a thin, dark blue L-shaped line that forms a partial frame in the top-left corner of the page.

JCDecaux