

Position listing by position code

Position code	Position	Position code	Position
Supervisors		Accounting	
210.320.240	Accounts Supervisor	210.308.420	Cashier
220.100.220	Administration Manager	210.312.350	Credit & Collections Analyst
220.110.240	Word Processing Supervisor	210.316.420	Accounts Clerk
220.112.220	Office Administration Manager	210.316.421	Bookkeeper
220.112.240	Clerical Section Supervisor	210.320.410	Senior Accounts Clerk
420.504.240	Sales Office Supervisor	210.320.421	Accounts Payable Clerk
430.532.240	Supervisor – Customer Service	210.320.422	Accounts Receivable Clerk
Secretarial/Receptionist		210.320.425	Invoice Clerk
115.100.420	Legal Assistant	210.340.420	Cost Clerk
220.108.330	Secretary to Head of Organisation	210.344.420	Credit Control Clerk
220.108.410	Executive Secretary	Human resources	
220.108.421	General Secretary	120.100.340	Human Resources Generalist – Senior
220.368.420	Receptionist	120.100.350	Human Resources Generalist – Experienced
220.368.421	Switchboard/Telephone Operator	120.240.350	Safety Engineer/Safety Officer
Office Support		120.256.410	Senior Payroll Officer
140.288.420	Desktop Publisher	120.256.420	Payroll Officer
220.108.420	Administrative Assistant	Production/Distribution	
220.108.424	Clerk	600.725.420	Production Control Clerk
220.108.425	Filing Clerk	610.572.350	Buyer
220.110.420	Word Processor Operator	610.584.420	Inventory Clerk
220.112.420	Clerical Assistant	610.610.350	Customs and Shipping Officer
220.112.436	Office Junior	610.612.431	Dispatch/Receiving Clerk
220.115.421	Central Filing/Archiving Clerk	610.612.432	General Stores Clerk
220.116.350	Librarian	610.616.431	Storeperson
220.118.410	Senior Data Entry Operator	Sales/Customer Service	
220.118.420	Data Entry Operator	410.100.360	Marketing Assistant
330.404.350	Help Desk Officer	410.460.350	Market Analyst
330.404.360	Trainee Help Desk Officer	420.504.421	Statistics Clerk
330.418.410	Senior Computer Operator	420.504.430	Sales Administration (Entry)
330.418.420	Computer Operator	420.520.420	Telemarketer
330.418.421	Data Control Clerk	430.336.420	Financial Services/ Collections Representative
		430.532.410	Senior Level Representative – Customer Service
		430.532.420	Intermediate Level Representative – Customer Service
		430.556.420	Telephone Order Clerk
		610.610.421	Export Officer/Clerk