



BUSINESS REGISTRATION OFFICER

Looking for a business registration officer to primarily act as the on-site liaison for clients facilitating business registration and formalization with PACRA and ZRA and other government regulatory bodies, ensuring compliance, and managing documentation.

JOB PURPOSE:

To implement day-to-day operations related to client engagement and business registration processes, ensuring compliance with statutory requirements and statutory filings.

KEY DUTIES AND RESPONSIBILITIES:

- Client Interaction: Inform clients about business registration with PACRA, ZRA, NAPSA and other statutory bodies and guide them through online systems, and provide technical assistance.
- Processing and Compliance: Handle applications, conduct registry searches, prepare reports, and facilitate compliance with authorities.
- Field Activities and Reporting: Conduct mobile office or site visits, maintain records, and submit activity reports.
- Stakeholder Management: Build relationships with local authorities and address client inquiries.

QUALIFICATIONS AND SKILLS:

Education: A diploma or degree in a relevant field like Business Administration

Experience: Previous experience in field operations or customer service is important.

Knowledge: Understanding of company registration procedures and local compliance is required.

Skills: Strong communication, interpersonal, and problem-solving abilities are essential.

HOW TO APPLY

Send your CV and qualifications to jobs@clivelikumbi.co.za

Deadline: 31/01/26