



MACDONALD'S
TRANSPORT / WAREHOUSING
SINCE 1933



MacDonald's Transport and Warehousing, a well-established fast-growing group of companies, with an equal opportunity policy, has the following vacancy in Johannesburg.

Administrator: Workshop

Minimum Qualifications and Requirements:

- Grade 12
- Minimum of 5 years' experience in Workshop administration.
- Outstanding organizational skills.
- Excellent interpersonal, motivation and planning skills.
- Must have good communication skills.
- Must be able to cope with pressure depending on work volumes.
- Must be driven and energetic.
- Strong admin skills

General Accountabilities

- Manage Service and repair booking for vehicles.
- Trailer service and repair bookings.
- Manage turnaround Times.
- Workshop administration.
- Time management.

Comprehensive CV's to be forwarded to: recruitment@macdon.co.za