



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 **Uppington**.

BUYER

QUALIFICATIONS & COMPETENCIES REQUIRED:

Grade 12.

3 Year Experience in similar position.

The successful person must be energetic, dynamic, good-natured, and highly organized.

Superior computer skills in MS Office package.

Excellent administration skills.

Good interpersonal, motivated, and planning skills.

Excellent communicating skills (verbal & written).

Must be able to function under pressure.

English & Afrikaans and an ethnic language will be desirable.

KEY ACCOUNTABILITIES:

Ensure cost effective buying of stock and parts and obtain quotations.

Bargaining best prices.

Timely completion of purchases to minimize standing times of Fleets.

Manage Stores admin work including data capturing of job cards and stock related documents.

Receiving of stock, issuing stock and stock control.

Obtaining authorization and submit interim payments.

Create orders and receiving on ACCPAC.

Dealing with breakdowns after hours.

Help issuing parts at counter.

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