



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 **Cape Town**.

CLERK: ADMINISTRATION

QUALIFICATIONS & COMPETENCIES REQUIRED:

- Grade 12.
- Relevant Tertiary qualification.
- Friendly and service orientated.
- Good interpersonal, motivated, and planning skills.
- Good communication (verbal & written).

KEY ACCOUNTABILITIES:

- Prepare and send of quotations.
- Follow up on quotations send.
- Record keeping of success rate of quotations.
- Assist with calling customers and follow up on available loads.
- Give daily updates to customers on planned collections or deliveries.
- Assist with load booking.
- Assist marketer with appointments.
- Attending meetings with clients with marketers as needed.
- Request of Internal orders and contracts.
- Dealing with all relevant queries in a friendly and courteous manner.
- Record keeping of client's requirements in collaboration with operations.

A comprehensive CV to be forwarded to: recruitment@macdon.co.za