



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 **Upington**.

CLERK: CLAIMS

QUALIFICATIONS & COMPETENCIES REQUIRED:

- Grade 12.
- Minimum of 1 Year experience in a similar position.
- Previous Short-Term Insurance experience will count in your favour.
- Computer Literate in Microsoft Package Especially Excel.
- Friendly, professional, and service orientated.
- Accurate, Attention to detail, Problem Solving Skills.
- Good Numerical and Analytical Skills.
- Good time keeping.
- Good communication Skills (verbal & written).
- Must be prepared to work under pressure.
- Must be focused, Disciplined.
- Must be able to multitask and complete tasks in a set time frame.
- Willing to learn and develop skills.

KEY ACCOUNTABILITIES:

- Assist the Appointing Manager with duties.
- Administration of claim processes.
- Assist with Timeous successful completion of all claims.
- Assisting with correct documentation to be attached to each claim as per Claims Procedure.
- Comparison of quotations regarding claims.
- Build and keep, with the assistance of the Appointing Manager, an excellent communication with MacDonald's Transport's Insurance Company - to save any losses that may occur in the claims department.

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