



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: Debtors

Qualifications & Requirements:

- Grade 12
- 3 Years' Experience in Similar role
- A relevant Qualification will count in your favour
- Ability to liaise with clients
- Negotiation skills
- People management skills (including skills to manage and motivate)
- Conflict resolution skills
- Good communicator (Verbal & Written)
- Good computer skills including the ability to operate Excel spreadsheets
- Analytical and problem-solving skills
- Accurate & Attention to detail
- Time management skills
- Bilingual in Afrikaans and English
- Goal and service orientated

Key Accountabilities:

- Ensure clients are properly and timeously billed for services rendered.
- Maintain company's records
- Investigate and resolve any enquiries
- Keep track of assigned accounts to identify outstanding debts
- Collecting money owed to the company
- Handle questions or complaints
- Investigate and resolve discrepancies in payment or accounts
- Producing monthly finance/management reports

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