



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 a vacancy in **Richards Bay**.

Clerk: General

QUALIFICATIONS & COMPETENCIES REQUIRED:

- The ideal Candidates must be, friendly and service orientated.
- Grade 12
- Computer literacy in the Microsoft Office Package
- 2 Years relevant experience will be essential.
- Excellent administrative skills
- Bilingual in Afrikaans and English (verbal and written).
- Require a person with the ability to ask questions if needed.
- Good communication skills

KEY ACCOUNTABILITIES:

- Administration, keep relevant Checklist/Spreadsheets up to date.
- Weighbridge administration.
- Balancing of incoming and outgoing stock.
- Petty Cash administration and balancing.
- Ordering, receiving, stock take and booking out of stationery.
- Maintaining records.
- Keep Filing up to date.

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