



**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: HR**

**QUALIFICATIONS & COMPETENCIES REQUIRED:**

Minimum requirements will be Grade 12 with relevant HR experience. The successful candidate must have excellent administrative and interpersonal skills and be fluent in English (verbal and written) and preferably in Afrikaans as well. Further requirements is the ability to work under pressure. Computer literacy in the Microsoft Office Package with relevant experience will be essential.

**KEY ACCOUNTABILITIES:**

- Assisting HR Administrator in HR related responsibilities.
- Keep record of medical cost report, IOD report and Training report.
- Responsible for the accurate, complete and timely reconciliation and processing of the Provident Fund payments for the RFLIPF.
- Responsible that all Injury on Duty claims are submitted timeously and followed through up until the final process.
- Responsible for the application of all pro-rata fund pay-outs with the NBCRFLI.
- Super user of ERS system, maintaining of system, queries, ext.

Comprehensive CV's to be forwarded to: [recruitment@macdon.co.za](mailto:recruitment@macdon.co.za)