



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 **Durban**.

CLERK: IMPORT/EXPORT

QUALIFICATIONS & COMPETENCIES REQUIRED

The ideal Candidates must be, friendly and service orientated. Grade 12 and computer literacy in the Microsoft Package with three years relevant experience will be essential. Excellent administrative skills as well as fluency in Afrikaans and English (verbal and written) will be an advantage. Knowledge of Health and Safety regulations in Warehouse. The employee may be required to work additional hours as may be required from time to time.

Responsibilities:

- **Receiving Import-Export Instructions:**
Import and Export Process Knowledge
Receive and process instructions related to import and export activities.
- **Effective Communication:**
Interact with customers, clearing agents, and forwarding agents to ensure smooth operations.
- **Haulage Transport Arrangements:**
Coordinate transportation arrangements for cargo movement.
- **Empty Container Management:**
Handle the collection and return of empty containers.
- **Shipments and Terminal Tracking:**
Utilize Navis and Portnet systems to pre-advise containers, track shipments, containers, and terminal updates.
- **Container Unpacking/Packing and Inspection:**
Oversee container unpacking, packing, and inspection processes.
- **Documentation Management:**
Prepare and manage relevant import/export documentation.
Generate Goods Receipt Notes (GRN) and Goods Delivery Notes (GDN).
Create and maintain loading sheets for containers.
Accurately input data into stock sheets.
Intermediate Excel Skills necessary.
- **Reporting and Monthly Stock take:**
Provide regular status updates and participate in monthly stocktaking activities.

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