



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 Johannesburg

CLERK: SUBS

The ideal Candidates must be, friendly and service orientated. Grade 12 and computer literacy in the Microsoft Office 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. Require a person with the ability to ask questions if needed.

Responsibilities will include but are not limited to:

- Ensure subs contractor paperwork is in order
- Handle day to day queries
- Keeping load schedule up to date
- Sending load information to invoicing office

Performance indicators:

- Accuracy
- Problem solving
- Disciplined
- Time management
- Ability to follow up outstanding tasks
- Good Communication
- Working under pressure

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