



MacDonald's Transport and Warehousing, a well-established fast-growing group of companies, with an equal opportunity policy, has the following vacancy in **Cape Town**.

**COORDINATOR: TRANSPORT**

**Qualifications & Competencies Required:**

- The successful candidate must have Grade 12 with 3-5 years' experience in a Supervisory / Managerial role and knowledge of the long-Distance Transport industry.
- A Relevant tertiary qualification in the logistic field will be an added advantage.
- Organizational skills, good communicator (verbal & written), with knowledge of the Health & Safety requirements.
- Must be computer literate and have knowledge of working time legislation.
- Valid Drivers's licence.

**Responsibilities will include but are not limited to:**

- Responsible of shunter drivers.
- Ensure through proper planning that turnaround times of vehicles on site are kept to a minimum. Assist operations and drivers with the flow of vehicles, in and out of the depot and other sites. Communicate specific cargo/equipment needs (bells, corner plates, sails, etc.) through to the responsible sections in a timely manner.
- Daily planning and communication with Upington and Johannesburg operations regarding loading and offloading points, and availability of trucks and loads. Loads must be allocated to fleets through continuous liaison with the schedulers and evaluation of priorities on a fair and effective basis.
- Ensure loading on site complies with both Company policy and legislation. Ensure that pre-loads are done on time and in full. Make sure trailers is suitable for loading the next cargo without risk of damage of contamination of the cargo.
- Complete instructions/requirements on loading loads must be communicated in advance to the drivers and relevant schedulers to ensure that loads are loaded correctly.
- Ensure that trucks and trailers are parked in the depot in an orderly manner in order to eliminate risks of damage to equipment and for optimal utilization of the site. Furthermore, ensure that the cleanliness of each vehicle, body or tarpaulin kits is addressed with the respective scheduler/s and that no dirty truck may leave the depot.
- See to it that after-hours assignments to drivers are fully detailed in an appropriate file at Security, along with the necessary documentation. If operationally required, the candidate must also be available after hours.
- Assist management, operations, and drivers with additional ad-hoc functions where needed.
- See to it that loading and offloading proceeds in an orderly, effective manner, and on schedule.
  - Check clients orders/interns daily to make sure of loads to be loaded, as well as times, dates and regulations attached to them.
  - Ensure that there are Internes for loads before loading or otherwise following the prescribed procedures to obtain approval, no load may run without an internal confirmation by the representative.
  - In conjunction with the relevant warehouse – check off-unloading cargoes and make sure necessary documentation and determine drop-off times and locations.
  - Liaise with customers beforehand and drop-off or pick-up points to ensure that loads can indeed be loaded or unloaded before the fleets are sent out.
  - Liaison with customers to alert them to deviations on load/unloading loads.

**Performance indicators:**

- Problem solving
- Disciplined
- Time management
- Self-motivated
- Good communication
- Customer service

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