



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: Creditors

QUALIFICATIONS & COMPETENCIES REQUIRED:

- Grade 12.
- 3 – 5 Years Experience in creditors.
- Friendly and service orientated.
- Good Analytical and numerical skills
- Accurate & attention to detail.
- Excellent administrative skills.
- Fluency in Afrikaans and English (verbal and written)
- Computer Literacy in the Microsoft Package

KEY ACCOUNTABILITIES:

- Complete new credit apps.
- Solving of internal and external creditors related queries.
- Checking and linking of creditors documentation on Accpac.
- Monthly reconciliation of creditors statements and preparing journals where necessary.
- Preparation of weekly/interim and monthly payment requests.
- Ensuring that all documents processed for payments are correctly signed off.
- Filing of all creditor's documentation.

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

