



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: Debtors

Qualifications & Requirements:

- Grade 12.
- 3 Years' Experience in Similar role.
- A relevant Qualification will count in your favour.
- Ability to liaise with clients.
- Negotiation skills.
- People management skills (including skills to manage and motivate).
- Conflict resolution skills.
- Good communicator (Verbal & Written).
- Good computer skills including the ability to operate Excel spreadsheets.
- Analytical and problem-solving skills.
- Accurate & Attention to detail.
- Time management skills.
- Bilingual in Afrikaans and English.
- Goal and service orientated.

Key Accountabilities:

- Ensure clients are properly and timeously billed for services rendered.
- Maintain company's records.
- Investigate and resolve any enquiries.
- Keep track of assigned accounts to identify outstanding debts.
- Collecting money owed to the company.
- Handle questions or complaints.
- Investigate and resolve discrepancies in payment or accounts.
- Producing monthly finance/management reports

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