



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: WAREHOUSE

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.

KEY ACCOUNTABILITIES:

Administration:

- Ensure all documentation is captured and completed accurately and in accordance with standards set.
- Report any deviations to the supervisor immediately
- Maintain high level of attention to detail regarding inward and outward stock movements
- Day to day inspections are completed
- Packing and unpacking sheets are submitted timeously
- Offloading and loading sheets are submitted timeously

Operations:

- Ensure goods are received and dispatched in good order, and with the customers standards
- Report any damages immediately to the supervisor and ensure material separation to avoid contamination.
- Housekeeping is done daily
- Photographs of inward and outward cargo is captured and downloaded correctly
- End of shift reports including hand overs are done in such a manner to avoid errors and sound understanding
- Container inspections, together with seal verifications are accurate
- Data submissions are done timeously and are accurate

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