



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**

MANAGER: ADMIN (MARKETING)

QUALIFICATIONS & COMPETENCIES REQUIRED:

The ideal Candidates must be friendly, and service orientated with good analytical and numerical skills. Grade 12 with three years relevant experience will be essential. Computer literacy in the Microsoft Package, excellent administrative skills as well as fluency in Afrikaans and English (verbal and written) will be essential.

KEY ACCOUNTABILITIES:

New & Existing Customer Rate Management:

- Responsible for Fuel Adjustments monthly reports and responsible for adjustments of rates on Datatim
- Responsible for Annual Adjustments yearly report, maintenance and follow up on negotiations and adjustments of rates.
- Loading of new rates of existing and new customers as required.

Tender & Vendor Documentation:

- Writing and Review of tender and Vendor documents, costings of all required routes, submission of all requested information and follow up

Route Costing:

- Review costings of all general enquiries internal and external,
- Review new routs of existing and new customers as requested.
- Review Marketers costings as requested.

Marketing Reports:

- Revenue monthly report
- Responsible for marketers Monthly Turnover Reports of new and existing clients
- Responsible for customer Progress Weekly Report on Follow up on all new client visits, Credit applications, vender applications and quotes.

General Admin:

- General reports as and when required, i.e. various reports required on revenue, routes, km's, etc. Rate Queries received from debtors and creditors and Quotes

Customer Care:

- Oversee and Management of customer care functionality
- Assist with addressing and resolving key customer queries and complaints

Customer Information Management:

- Weekly update of Customer contact and birthday information.

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