



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**

SUPERVISOR: OPERATIONS ADMIN

QUALIFICATIONS & COMPETENCIES REQUIRED:

The ideal Candidates must be, friendly and service orientated. Grade 12 and computer literacy in the Microsoft Office 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.

KEY ACCOUNTABILITIES:

- Communication with Clients.
- Daily operational and client information updates.
- Accurate data processing of data on Datatim
- Handle all queries of Controllers and Debtors regarding POD's
- Assisting Executive Manager
- Administration of loading documentation
- Manage Administration Staff

PERFORMANCE INDICATORS:

- Accuracy
- Problem solving
- Disciplined
- Time management
- Ability to follow up outstanding tasks
- Good Communication
- Working under pressure

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