



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**.

CLERK: SUBS

Qualifications & Requirements:

- The ideal Candidates must be friendly and service orientated.
- Grade 12 and computer literacy in the Microsoft Office Package
- Three years relevant experience will be essential.
- Excellent administrative skills
- Fluency in Afrikaans and English (verbal and written) will be an advantage.
- Require a person with the ability to ask questions if needed.

Responsibilities will include but are not limited to:

- Ensure subs contractor paperwork is in order.
- Handle day to day queries.
- Keeping load schedule up to date.
- Sending load information to invoicing office.
- General Administration.

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