

## Operations Clerk

### Description

#### WE ARE HIRING :

#### OPERATIONS CLERK

#### POSITION OVERVIEW :

- Reception
- Administration
- Basic Creditors
- Basic Debtors
- Liaising with customers

#### REQUIREMENT :

- Professional telephonic communication.
- Good written communication.
- Must be able to work under pressure.
- Need to work weekends but only when required.
- Self-motivated and able to work independently.
- Organised and good time management.
- Computer literate ( work and excel compulsory)
- Own transport would be an advantage.

#### REQUIRED EXPERIENCE / QUALIFICATIONS AND SKILLS :

- Telephone skills
- Excellent administration skills
- Matric
- Experience in transport – (rental) industry would be an advantage
- Computer literacy skills

Contact Mario Matthews on 076 275 3765 / 031 572 3610

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#### Hiring organization

MJM Recruitment

#### Employment Type

Full-time

#### Beginning of employment

02.10.2023

#### Duration of employment

Full Time

#### Industry

Rental and Logistics

#### Job Location

Durban

#### Date posted

September 12, 2023

#### Valid through

31.10.2023