



OTTOBAUTHENTIC

Let's Talk... we're looking for:

OPERATIONS ASSISTANT

Wetton, Cape Town

Salary: R19 000 pm CTC

Role:

Operations Assistant Position required for well-established Transport and Logistics Company. Must be a self-motivated individual who operates well under pressure and is willing to get things done

Qualifications and Accreditations

- ① Minimum qualification Grade 12 with mathematics and the necessary working experience
- ① A National Transport Diploma or similar qualification would be an advantage.

Responsibilities:

- ① Client bookings
 - Truck bookings
 - Delivery note issuing and control
 - Invoicing
 - Monitor vehicle tracking and producing fuel and revenue reports
 - Tyre Management
 - Client & Company queries
 - Industrial relations
 - Managing of the daily crew board, casuals and staff overtime
 - Vehicle data capturing
 - Estimating and calculating of office moves
 - Claims handling
 - Handling of petty cash

Experience & Skills

- ① Minimum 2-years Logistics, Transport or Operations experience
- ① Computer literacy on Google web-based applications, Excel & Word
- ① Industrial Relations experience
- ① Strong communicator
- ① Excellent analytical skills with a passion for accuracy and attention to detail
- ① Responds promptly to requests and flexible in their approach
- ① Deadline driven with ability to carefully assess and streamline processes
- ① Drivers Licence – Code B
- ① Must be able to handle pressure and be willing to work extended hours

Kindly note: If you have not heard from us within 7 working days, your application was unsuccessful.

How to Apply: Please submit your resume to: elsa@ottobauthentic.co.za and use the job title as the subject.