

VACANCY

DESPATCH COORDINATOR HIRT & CARTER – DURBAN

CORE PURPOSE OF THE JOB:

Managing the Despatch department to ensure that all driver routes are planned and coordinated timeously as per customer deadline requirements.

KEY PERFORMANCE AREAS:

- Ensure deliveries are met timeously
- Check goods against the delivery note for quantity and product
- Ensure housekeeping standards are adhered to and a safe working environment at all times
- Liaise with internal staff and customers to resolve courier and admin related queries/disputes

QUALIFICATIONS / EXPERIENCE:

- Minimum matric
- At least 3 years' experience in Despatch
- Code 8 drivers licence
- Strong numerical and administrative skills

BEHAVIOURS & ATTRIBUTES:

- "Can do" attitude
- High level verbal and non-verbal communication skills with staff and customers
- Professional people management and leadership skills
- Customer focused
- Strong focus on teaching and developing staff
- Good ability to handle pressure and stress

The advert has minimum requirements listed.
Management reserves the right to use additional / relevant information as criteria
careers@hirtandcartergroup.co.za

Closing date for applications is Friday 14th December 2018

