



## Vacancy alert

**Position:** Agent: Call Centre

**Company:** Goldfields Logistics

**Location:** Boksburg

**Reference:** 10979

**Sap Code:** 30006

**Closing date:** 16 April 2024

**Applications to:** recruitment@gldf.co.za

### Job Function

The person will be responsible for expediting trucks that loaded from various sites. They will also be required to coordinate and control the utilisation of sub-contractors to execute deliveries based on the amount of loads we receive from our clients.

### Key performance areas

- Co-ordinate offloading of vehicles
- Communicate with driver/sub contractors and internal customers
- Brief dedicated Sub contractor drivers
- Compile daily and weekly report as required Customer / Manager.
- Ensure that all loads are accurately captured on the TNT
- Make sure that all discrepancies are reported and noted to relevant parties
- Administrative and reporting function



- Highlight issues and delays on transport plan
- Highlight deviation to plan immediately

#### **Nature of position**

- Permanent

#### **Qualifications required**

- Grade 12 Certificate
- Customer service experience will be advantageous

#### **Skills and experience required**

- Computer literacy – MS Outlook, MS Excel
- Communication both verbal and written
- Good time-management skills in order to adhere to strict dead-lines
- Customer Service, Decision Making
- High level of accuracy and detail required

#### **Equity statement**

Goldfields Logistics Pty Ltd is committed to Transformation, which encompasses Employment Equity, Diversity and Inclusion when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants.

Should you not have received a response within 4 weeks of the closing date of this advert, please consider your application unsuccessful.