

JOB TITLE:

JUNIOR CONTROLLER

Career Opportunity Reference No:

010322-JCON

Employment Type:

Permanent, FullTime

Location:

1 Madison Ave, Aspen Hills, Johannesburg South

Anticipated Commencement Date:

By no later than 01 May 2022

Applications Closing Date:

28 March 2022

Job Purpose:

To assist controllers with operational tasks.

Key Job Responsibilities:

- Work as a part of the bulk360 operations team in meeting company and individual targets.
- Ensure that all transport and logistics activities associated with his or her profile & projects are executed on time and in accordance with customer requirements.
- Complete all administrative and computer system duties accurately and timeously.
- Ensure bulk360's standard trading terms and conditions are adhered to at all times.
- To do daily bookings.
- Create diesel orders for sub-contractors as per requests.
- Ensure bookings are loaded on loadpad.
- To assist clients with any queries.
- Assist with daily task on own fleet.

Individual Values, Expertise, Skills and Qualification Requirements:

- Integrity and honesty are non-negotiable values we seek in all our team members.
- Multi-lingual candidates proficient in both English & Afrikaans will be preferred.
- The minimum qualification level for this job is a Senior Certificate/ Gr.12 (Matric).
- At least 2-year experience within the transport industry, in a similar role.
- Strong computer literacy, with a good skill set in Microsoft Excel is essential.
- High work ethic and the ability to work under pressure are key requirements for this position.
- A Keen attention to detail is crucial to perform duties appropriately.
- Knowledge of the road traffic act and regulations will be advantageous.
- Candidates with their own established client and sub-contractor portfolio within the bulk road transport industry, as well as own fleet experience will be highly preferential.

Remuneration will be market related and negotiated based on the successful candidate's experience, skills and qualifications.

Should you meet the minimum criteria as detailed above and wish to apply for the above position, please send an email to careers@bulk360.co.za with an updated copy of your CV.

!NB! - Please use the Career Opportunity as your subject heading: 010322-JCON

Kindly indicate your earliest availability date to commence employment in the body of the email.

Please consider your application unsuccessful should you not hear back from us by 28 April 2022.

