

VACANCY AVAILABLE DRIVER CLERK ULTIMATE HELIPORT MIDRAND

POSTED: 8 OCTOBER 2026
CLOSING DATE: 16 OCTOBER 2026

Please note that we will be considering internal and external applications for this position



KPA'S (KEY PERFORMANCE AREAS):

- Daily delivering and collecting of documents, mail and freight
- General Housekeeping
 - Keeping the company vehicle clean (inside and outside)
 - Ensuring company vehicle documentation is in order
- Company banking
- Post Office collections
- Internal mail distribution
- Handle SARS / SACAA / ICASA collections and deliveries
- Submit documentation to the Licensing Department
- Submit and collect airport access documentation from the Permit Office
- Assist with various admin and hangar functions
- Aviation Fuel delivery and collection

REQUIREMENTS:

- Grade 12
- Able to read, write and understand English
- Valid Code 10 drivers' license
- At least 5 years' experience in a driver environment
- No accidents or serious road incidents during the previous 3 years
- Basic computer skills an advantage
- Experience with dispatch and receiving procedures (driver's environment)
- Customer liaison / relations skills
- Basic telephone skills
- Basic ISO Standards (Induction)
- Basic Administration



READY TO TAKE OFF?

Fly with Purpose