

Career Opportunity

1. DETAILS	
DIVISION:	Sales – Pine Town
JOB TITLE:	Internal Sales Clerk & Admin
REPORTING TO:	Branch Manager
COMMENCEMENT DATE:	To Be Confirmed
APPLICATION CLOSES:	28 February 2025
2. JOB SPECIFICATION	
<ul style="list-style-type: none"> To ensure the smooth running of the office Liaise with management 	
KEY PERFORMAN AREAS	<p><u>Main Responsibilities:</u></p> <p>Switchboard and Reception</p> <ul style="list-style-type: none"> Receive, direct and relay telephone and email messages Answer all incoming calls Update mail/ phone directory and distribute it to everyone accordingly as and when necessary Performing all administrative work including receiving and dispatching mail through courier and filling the paperwork Receive and administer packages received Ad-hoc duties as required by your Line Manager <p>Sales Admin</p> <ul style="list-style-type: none"> Assisting sales department – Sales support and Customer Service Assisting the Sales Representative / Regional Sales Manager Telesales / cold calling – work towards achieving a monthly sales target Assist with deliveries to customers if required Assist walk in clients – work towards achieving a monthly sales target <p>Admin</p> <ul style="list-style-type: none"> Ordering of stationery Processing orders and managing back orders Assisting logistics functions <p>Inventory Control</p> <ul style="list-style-type: none"> Picking and packing of inventory according to company procedure Assist with stock takes General housekeeping
3. PERSON SPECIFICATION	



Qualifications	a) Matric Essential
	b) Qualification in Admin
Experience	a) 2 years admin experience
	b) Computer skills
	c) Working knowledge of Syspro an advantage
Other Attributes	a) Good organisational skills
	b) Ability to work independently
	c) Good, friendly telephone etiquette
	d) Deadline orientated and ability to work under pressure
	e) Ability to liaise with people at all levels
	f) Valid driver's license
	g) Own reliable vehicle an advantage
4. REQUIREMENTS <i>(In line with the EMPLOYMENT EQUITY objective)</i>	
<ul style="list-style-type: none"> • Employment Equity Applicants would be preferred • Preference will also be given to people with a disability who will be able to operate within the operational requirements and in the present physical facilities available in the organisation 	

Please apply in writing together with your CV to:

Email: recruitment@selectppe.co.za

Internal applicants are to discuss their application with their Line Manager before applying. HR should inform the Head of Department of internal applicants. Should you not hear from us within 2-3 weeks after the closing date of this application, please consider your application unsuccessful.