



INTERNAL SALES POSITION

Our client in manufacturing industry in JHB is looking for energetic and focused internal sales and admin based in Denver.

Desired Experience

- Attend to all customer, regional sales rep, and Sales Manager queries with the necessary information timeously.
- Ensure customer, Regional Sales Rep and Sales Manager receive accurate information with regards to price, product, and stock availability
- Ensure that Johannesburg orders are despatched on times in line with customer requests and company agreed delivery dates, liaising with despatch department.
- Attending to all customer correspondence and ensuring that the requests received are dealt with and responded to timeously and with accurate information.
- Liaising with Production department on production progress for urgent orders
- Attending weekly sales meeting (telephonically)
- Transportation of finished good, complete all administration for JUST JHB trucks and outsourced carriers and ensure that the following is completed:
 - Invoices for Regional Sales Rep
 - Booking trucks for the week depending based on planned production
 - Reports, ensuring the following reports completed as required:
 - JHB Sales Rep Figures
 - Stock reports
 - Test Measure

Requirements:

- Matric
- Relevant qualification
- Good communication skills
- Well presented.
- Display professionalism

Key areas of responsibilities/skills:

- Sales quotes
- Sales orders
- Invoicing
- Credit requests
- Delivery noted
- Modification sheets
- Emails
- Following company procedures efficiently



Salary is highly negotiable depending on experience.

If you feel you meet the requirements feel free to email your CV to bheka@bkconnect.co.za before 30 August 2024.