

## VACANCY

### **INTERNAL SALES SUPPORT HIRT & CARTER – CAPE TOWN**

#### **CORE PURPOSE OF THE JOB:**

To act as the link between Sales and all production centres ensuring the work is supplied to standard, on time and within the quoted price.

#### **KEY PERFORMANCE AREAS:**

- Supply technical information when needed in a timeous manner
- Outline clear and precise instructions on job tickets
- Problem solving and feedback to sales on an on-going basis
- Maintaining standards and quality of work produced
- Assess that the job has been quoted on the correct technology and liaise with sales on rectifying the process
- Traffic jobs through the various departments to achieve the deadline
- Deal with costing queries in a timeous manner

#### **QUALIFICATIONS / EXPERIENCE:**

- Minimum Matric + relevant qualification
- Knowledge of Print, Pre-media, Large and Small format digital printing, Finishing and Silkscreen Printing
- 3 years or more in related fields i.e. Printers, Ad Agencies, Design Agencies, Marketing Agencies
- Computer literacy

#### **BEHAVIOURS & ATTRIBUTES:**

- “Can do” attitude
- Self-starter, self-motivated team player and well organised
- Work in a team environment
- High level verbal and non-verbal communication skills
- Good ability to handle pressure and stress
- Analytical skills

The advert has minimum requirements listed.  
Management reserves the right to use additional / relevant information as criteria  
[careers@hirtandcartergroup.co.za](mailto:careers@hirtandcartergroup.co.za)

**Closing date for applications is Friday 4<sup>th</sup> January 2019**

