

## VACANCY

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

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

To ensure information is accurately calculated and captured into the database as per sales brief.  
Production chasing and input of work into production.

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

- Ensuring accuracy of data captured and correct allocation thereof
- Maintaining efficient and accurate flow of information pertaining to production
- Prioritising and production planning
- Maintaining accurate and up to date archives
- Maintaining communication between client and Company
- Deal with client quote, production and invoice queries in a timeous manner
- Convert quote into job and brief PC on production requirements and timings
- Check that all relevant information and proofs are contained in job bag and pass through to costing

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

- Matric + relevant qualification at least 1-year experience in a similar role
- Repro/DTP experience will be beneficial
- Computer literate

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

- “Can do” attitude
- Attention to detail
- Team player
- Ability to work under pressure

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 Tuesday 7<sup>th</sup> May 2019**

