

VACANCY

INTERNAL SALES SUPPORT HIRT & CARTER – DURBAN

CORE PURPOSE OF THE JOB:

To act as a link between Sales and Production Controllers and client to ensure total client satisfaction and company benefit.

KEY PERFORMANCE AREAS:

- Maintaining consistent communication between Sales Executives, Client and Company
- Deal with client quotes, production, invoice queries in a timeous manner
- Maintain quote log for changes in previous quotes and/or pricing
- Convert quote into job and brief Production Controller on production requirements and timings
- Check that all relevant information and proofs are contained in job bag and pass through to costing timeously

QUALIFICATIONS / EXPERIENCE:

- Matric + relevant tertiary qualification
- Training or experience in print / repro with understanding of the DTP / Production process
- Computer literate

BEHAVIOURS & ATTRIBUTES:

- Attention to detail
- Bilingual
- Work in a team environment.
- Communication skills.
- Reliable, 'Can do' attitude

The advert has minimum requirements listed.
Management reserves the right to use additional / relevant information as criteria
careers@hirtandcartergroup.co.za
Closing date for applications is Tuesday 7th May 2019

