

VACANCY

BRAND SALES ASSISTANTS SILO – JOHANNESBURG & CAPE TOWN

CORE PURPOSE OF THE JOB:

The job incumbent is responsible for sales administration and support for Brand Sales Management and Account Executives.

KEY PERFORMANCE AREAS:

- Provide troubleshooting assistance for customer orders, account statuses and relevant problems
- Provide data and documentation to help account executives achieve their sales target
- Manage internal deadlines with account executives to ensure on time delivery
- Ensure for accurate and consistent communication between sales and production

QUALIFICATIONS / EXPERIENCE:

- Matric + relevant qualification with at least 2 years' experience working as a sales administrator
- Strong administrative skills
- Computer literacy

BEHAVIOURS & ATTRIBUTES:

- "Can do" attitude
- Communication and problem-solving skills
- Willingness to learn
- Team player

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 Friday 30th August 2019

