

## VACANCY

### **INTERNAL SALES SUPPORT HIRT & CARTER – DURBAN**

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

Provide support to the Sales representative on tasks relating to sales administration to ensure a smooth sales process.

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

- Generate a work ticket as per customer specifications
- Supply accurate and technical information to quote on PrintNAV
- Assess that the job has been quoted on the correct print technology and liaise with estimating on rectifying the process
- Identify customers that have not been called upon by sales representative and follow up with telephonic courtesy calls to sales representative
- Report on inactive accounts

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

- Matric + relevant qualification with at least a years experience in administration
- Print, Pre Media, Large and Small format digital printing, Litho printing, Litho and Digital Finishing experience
- Computer literate

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

- “Can do” attitude
- Attention to detail
- 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](mailto:careers@hirtandcartergroup.co.za)

**Closing date for applications is Monday 26<sup>th</sup> August 2019**

