

Internal Sales

Remuneration:	R350000 - R550000 per month cost-to-company
Location:	Johannesburg
Job level:	Junior/Mid
Type:	Permanent
Company:	Ad Talent Africa

Who we are:

An innovative specialist in carbon and graphite products

Who we are looking for:

A dynamic Internal Sales Representative to provide an excellent and professional service to our customers within the Internal Sales department

What you will do:

- Compile reports, spreadsheets and data management for our customer base
- Provide support to the entire sales department
- Checking accuracy of purchase orders and processing of orders
- Compiling of costings and quotes to customers
- Checking material availability before quoting
- Assistance with the processing of tenders
- Working on customer portals to monitor customer requests for quotes, submitting quotes, receiving orders and submitting invoices
- Perform other jobs critical to office operations
- Support to external sales team for social events
- Attend sales conferences offsite with possible travel for these events

What do you need:

- Senior certificate with mathematics
- Competent on Microsoft Office (Word, Excel and PowerPoint)
- Syspro experience will be an advantage
- Any ERP system knowledge is a requirement
- Excellent verbal and written communication
- Two to five years' experience in a similar role
- Reliable transport

Skills required:

- Administration
- ERP systems
- Internal sales
- Purchase orders

- RFQ (Request for Quotation)

Posted on 06 May 17:13, Closing date 5 Jun

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