

SALES ADMINISTRATOR – RUSTENBURG
RETAIL - ELECTRICAL
R7000 + COMMISSION

The successful applicant should have at least 5 years sales experience.

The applicant should be both administratively and sales orientated.

Must have worked with pastel before.

Have a valid driver's licence

A bonus will be having worked in the lighting industry before.

Bilingual in both English and Afrikaans.

The successful applicant should be aware that this job entails working weekends thus having two days off every alternative week.(during week or weekend)

The successful applicants duties will be as follows:

Promotion of sales(main function)

Control of branch staff

Control of receiving, dispatching & buying function

Merchandising

Calling on customers &, improving external sales

Internal sales

Branch administration(banking, Quotations, reports, cash ups, backups, petty cash, invoicing, goods received)

Stock control and pricing

Credit control in liaison with group accountant

Intercompany liaison

Running of own weekend

Deliveries