

JUNIOR SALES ADMINISTRATOR

Are you early in your customer service/sales career and looking to learn and be a part of an organisation that is committed to growing and development? Join our commercial team as a Junior Sales Administrator in our branch located in Benoni, Gauteng.

You will be the face of our business in that region and will live at our front desk. You have a friendly, neat and approachable nature with a willingness to provide great customer service both internally and externally. Your role will predominantly be the efficient liaison between demand and supply, ensuring that referring enquiries are rooted to the correct areas.

As a Junior Sales Administrator, you will live our internal mantra of collaboration, respect, openness, clear communication and it goes without saying . . . *fulfilling our business goals*.

A guideline of you daily tasks will include:

- Attend to the switchboard and direct enquiries to the appropriate personnel.
- Assist customers with telephonic pricing.
- Administer daily invoicing.
- Collect card payments from customers and prepare recon of payments.
- Attend to walk in customers based on appointment.
- Ensure the front office is well-displayed and neat at all times.
- Understand and align to business processes.

Qualifications and Experience

- Graduate or studying towards public relations/customer service/Btech in civil/construction.
- Minimum 0-2 years in a similar customer services and sales orientated role.
- Competency in Microsoft packages.

Our ideal candidate

If you have a willingness to learn, grow and be part of a great team you call “your people”, then this role is for you! Managing a high call volume is your second nature and having a solution driven approach keeps you breathing. You have a positive and energetic vibe that brings pleasure to those that encounter you. People often commend you for your work ethic and attention to detail.

The ability to think pragmatically is a strength and translating the thought into logical action comes easy to you. You possess good time management skills and can juggle multiple tasks of priority keeping the needs of the team met at all times. Your punctuality and conscientious nature makes you a reliable teamie, all relevant members can count on.

More about us

We are business that continuously strives to improve. Change, growth and development is our only constant. We do this by remaining open to each other through curiosity, support, understanding and encouragement. As a team, we envision to be each other's greatest cheerleaders. We prefer to unlock and enable individual strengths with an aim to have our people activated to be the best version of themselves. Thereon we watch the possibilities unfold as we strive to uphold our global motto of "Results are created by People".

Are you keen on joining a team that contributes to global success? Please go ahead and apply. Our People Department will take it from there. All the best!

Email CV's to: jobfsa@fibertex.com