

## Career Opportunity

1. DETAILS	
<b>DIVISION:</b>	Sales
<b>JOB TITLE:</b>	Internal Sales Clerk (Vereeniging)
<b>REPORTING TO:</b>	Regional Sales Manager
<b>COMMENCEMENT DATE:</b>	To Be Confirmed
<b>APPLICATION CLOSURES:</b>	24 January 2019
2. JOB SPECIFICATION	
<p><b><u>SCOPE OF RESPONSIBILITIES:</u></b></p> <ul style="list-style-type: none"> <li>▪ To ensure the smooth running of the office.</li> <li>▪ Liaise with management</li> </ul>	
<b>KEY PERFORMANCE AREAS</b>	<p><b>Main Responsibilities:</b></p> <p><b>Switchboard and Reception</b></p> <ul style="list-style-type: none"> <li>• Receive, direct and relay telephone and email messages.</li> <li>• Answer all incoming calls.</li> <li>• Update mail/ phone directory and distribute it to everyone accordingly as and when necessary.</li> <li>• Performing all administrative work including receiving and dispatching of mail through courier and filling the paperwork.</li> <li>• Receive and administer packages received.</li> <li>• Ad-hoc duties as required by your Line Manager.</li> </ul> <p><b>Sales Admin</b></p> <ul style="list-style-type: none"> <li>• Assisting sales department</li> <li>• Assisting Regional Sales Manager</li> <li>• Tele sales / cold calling</li> <li>• Assist with deliveries to customers if needed</li> </ul> <p><b>Admin</b></p> <ul style="list-style-type: none"> <li>• Ordering of stationery</li> <li>• Posting and opening of mail</li> <li>• Assisting with Human Resources functions</li> <li>• Assisting with reservations and other logistics functions</li> </ul> <p><b>Inventory Control</b></p> <ul style="list-style-type: none"> <li>• Picking and packing of inventory to company procedure</li> <li>• Assist with stock takes</li> <li>• General housekeeping</li> </ul>

### 3. PERSON SPECIFICATION

<b>Qualifications</b>	a) Matric essential
	b) Certificate in Admin
<b>Experience</b>	a) 2 years' experience basic admin
	b) Computer skills
<b>Other Attributes</b>	a) Good organisational skills
	b) Ability to work independently
	c) Good, friendly telephone manner
	d) Ability to liaise with people at all levels
	e) Valid driver's license
	f) Own reliable vehicle an advantage
	g) Good organising skills
	h) Deadline orientated and ability to work under pressure

### 4. REQUIREMENTS

*(In line with the EMPLOYMENT EQUITY objective)*

- Employment Equity Applicants would be preferred.
- Preference will also be given to people with a disability who will be able to operate within the operational requirements and in the present physical facilities available in the organization.

Please apply in writing together with your CV to:      Email: [recruitment@selectppe.co.za](mailto:recruitment@selectppe.co.za)

***Internal applicants are to discuss their applications with their Line Manager before applying. HR should inform the Head of Department of Internal applicants. Should you not hear from us within 2-3 weeks after the closing date of this application, please consider your application unsuccessful.***