

My Job Search

Internal Sales Support

Administrator ,Boksburg, Gauteng, South Africa



Description

The Chef's Table is looking for a dynamic and energised person to join our Sales support team. Must be well organised and be able to work well under pressure. Must have be able to pay attention to detail and be computer literate.

Help customers select products based on the customers' needs, product specifications, and interests.

Emphasize product features based on analyses of demand, product knowledge, capabilities, and limitations.

Respond to customers' requests for pricing, availability, and product uses and creative ideas, and samples.

Prepare quotations according to bid specifications, with accurate configurations.

Process sales orders / invoices daily

Track clients pricing cycles and update accordingly

Coordinate order flow with procurement and secure best ship method to meet customer due dates.

Follow up with customers to make sure they are satisfied with their purchases and to answer any questions or concerns.

Support sales efforts such as attending an exhibit/promotion if necessary.

Research new sales opportunities, identify key retail sources, generate interest, and close sales.

Maintain and expand your database of prospects.

Keep management informed of activity, including timely correspondence through emails and calls.

Ability to multi-task, prioritize, and manage time efficiently

Follow up on paper trail i.e Delivery notes / picking slips/ invoices / pods and ensure all are filed daily.

Attend to clients who enter reception. Clients arriving for a meeting should be offered tea or coffee, and served the same.

Assist clients who arrive to purchase from the Factory Shop and manage POS / Cash/ Card Transactions and Cash ups daily

Manage all clerical duties including all office filing

Supporting company operations by maintaining office systems

Keeps management informed by reviewing and analysing sales / inventory reports, summarizing information, and identifying trends.

Manage sales appointments/ sales leads for Sales representatives

Manage phone calls and correspondence (e-mail, letters, packages etc.)

Create and update client sales records and databases with personnel, financial and other data

Track stock of office supplies and submit a purchase requisition

Submit timely reports and prepare presentations/proposals as signed

Assist colleagues whenever necessary.

Participate in weekly / monthly stock take

Assist in another department when required due to absenteeism.

Mon to Fri 7am-5pm. Sat 7am-12PM

EMAIL YOUR CV TO olivia@the-chefs-table.co.za

Advertiser details

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Boksburg, Boksburg, Gauteng, South Africa - 1459

More details

Company Name

The Chef's Table Pty LTD

Advertised By

Business

Job Type

Full Time

Language

English / Afrikaans

Gender

Female

Drivers Licence

Code C1

Highest Education

Matric

Experience

2+ yrs

Salary

R 7000-10000

Link

[For more information click here](#)