

Job Title:	Accounting Clerk	Job Grade:	
Department/Group:	Finance and Logistics	Job Code/ Reg#:	20211/30
Location:	Head Office	Travel Required:	Yes
Level/Salary Range:	Market Related	Position Type:	Permanent
HR Contact: Mr. Meke	careers@lesira.co.za / 012-777-3707 /064-991-4205/	Date posted:	26 November 2020
Advert Type	Internal/External Advert	Posting Expires:	29 January 2021
Other Requirements	Have a valid vehicle Code 8/10 Licence & Own Vehicle		
Reporting to:	Finance Executive		
Job Description			
Job Purpose: The company is seeking the services of an Accounting Clerk at its Manufacturing and Distribution Centre in Pretoria, Koedoespoort.			
Key Performance Area		Description	
<ul style="list-style-type: none"> Sales 		<ul style="list-style-type: none"> Assist in creating of orders for the sales department. Pricing and tendering of bill of quantity and projects. Assisting at the sales counter as and when required. Providing prospective customers and established customers with quotes via telephone or over counter. Answer customers questions about products, prices, availability, product uses. Recommend products to customers, based on customer's needs and interest. Providing established and new clients with ongoing support and service via telephone. Provide customers with product samples and catalogues. Monitor market conditions, product innovations and competitors' products, prices, and sales. Assisting sales with big orders and prices to ensure product sales 	
<ul style="list-style-type: none"> Admin 		<ul style="list-style-type: none"> Ensuring Lesira policies and procedures are being adhered to in relation to invoicing, discount structures, credit notes, picking slips and delivery notes. 	
Desired Experience & Qualification			
<ul style="list-style-type: none"> - Minimum 3 Years' Experience in Sales Environment (Non-negotiable). - Minimum 2 Years' Experience in Logistics Environment. - Post Matric Certificate / Diploma in Bookkeeping. - Knowledge of the Building, Construction or Manufacturing Industry. - Customer Orientation. - Information Processing. - Planning / Priority Setting. - Organised and Consistent. - Attention to detail. - Cost Conscious. - Negotiation and Forecasting. - Technical Analysis and Data Capturing. - Adaptability. 			
Please note if we haven't responded by 11 January 2021, consider your application unsuccessful			

