

Job Title:	Sales Administrator	Job Grade:	
Department/Group:	Sales	Job Code/ Reg#:	212401/30
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:	08 December 2021
Advert Type	Internal/External Advert	Posting Expires:	January 29, 2021
Other Requirements	valid vehicle Code 8/10 Licence		
Reporting to:	Sales Executive		
Job Description			
Job Purpose: To support the Sales and Marketing teams with sales operational activities			
Key Performance Area		Description	
<ul style="list-style-type: none"> Use CRM/Sales excel tracking to post and verify all accounting transactions and maintain timely and accurate information in a system. 		<ul style="list-style-type: none"> Update quotation report on weekly basis. Track PO's record, incorporate in revenue targets and report monthly. Manage Sales pipeline process. 	
<ul style="list-style-type: none"> Sales Support 		<ul style="list-style-type: none"> Report monthly sales results to the sales team Maintain sales records and update customer records on the CRM system Provide a point of contact for customers with queries about orders or deliveries Maintain the momentum of delivery, communicate with manufacturing and logistics departments regarding delivery dates Engage technical department to resolve any product or technical queries Process orders, generate quotations and attend to customer queries 	
<ul style="list-style-type: none"> Sales 		<ul style="list-style-type: none"> Turn incoming leads for Private Sector from emails/calls into Sales. Utility companies and create sales in private sector. 	
<ul style="list-style-type: none"> Management on repair stock 		<ul style="list-style-type: none"> Communicate internally with relevant departments for feedback to clients on repairs. Turnaround time to be communicated for repairs after diagnostics is done. Report weekly on repairs. 	
<ul style="list-style-type: none"> Reports 		<ul style="list-style-type: none"> Compile sales reports for Sales and Marketing Manager Update sales forecast sheet weekly Conduct reports on Purchase Orders issued on a monthly basis 	
<ul style="list-style-type: none"> Client training 		<ul style="list-style-type: none"> Coordinate client training as and when required by client. 	
<ul style="list-style-type: none"> Coordinate 		<ul style="list-style-type: none"> Liaise daily instructions with Sales Staff, Manufacturing Supervisor, Drivers, and other Dispatch staff. Train and monitor staff in standard operating procedures (SOPs). Liaising with sales and warehouse regarding stock requirements. Be aware and keep updated with stock levels. 	

<ul style="list-style-type: none"> Logistics 	<ul style="list-style-type: none"> Ensure Lesira products are delivered to customers at the right quantity and quality timeously. Arrange, direct, and coordinate daily deliveries by liaising with sales, drivers and customers. Collaborate with other departments to integrate logistics with business systems or processes such as customer sales, order management and accounting;
<p>Desired Experience & Qualification</p> <ul style="list-style-type: none"> 2-5 Years' Experience in Sales Environment (Non-negotiable). 2-5 Years' Experience either in Logistics or Finance Environment. Post Matric Certificates either in Administration/or Sales/or Logistics or Fleet Management. <p>Customer Excellence Orientation:</p> <ul style="list-style-type: none"> Sets and achieves high standards of excellence and ongoing improvement of tasks based on determination and self-discipline Seeks to accomplish critical tasks with measurable results Sets high standards of work performance for self Maintains, promotes and enforces adherence to quality requirements/specifications and standards continuously Uses his/her own methods of measuring outcomes against a standard of excellence Displays a continuous improvement orientation Presents a cheerful, positive manner with suppliers <p>Knowledge and Skills:</p> <ul style="list-style-type: none"> Strong Interpersonal Skills Process driven Effective communication <p>Core Competencies:</p> <ul style="list-style-type: none"> Team player Attention to detail Patience <p>Please note if we haven't responded by 29 January 2021, consider your application unsuccessful</p>	

