

JOB TITLE	:	Sales Administrator (Stellenbosch)
DEPARTMENT	:	Finance Department
PURPOSE OF POSITION	:	✓ Administrative link between the Sales Team, Customers and Secondary Warehouse to ensure seamless order to delivery flow
MINIMUM SKILLS AND KNOWLEDGE REQUIRED	:	✓ Tertiary Education in relevant field (Administration, Supply Chain) ✓ Proficiency in using Microsoft Office programs (Word, Excel, Outlook) ✓ Accurate data entry skills and familiarity with order management system ✓ Exceptional organizational and time management skills ✓ Minimum of 2 years administrative experience in a fast-paced environment, preferably in Administration, Order Processing or Logistics
BEHAVIOURAL DIMENSIONS	:	✓ Attention to detail; ability to plan and work pro-actively independently and collaboratively within a team ✓ Organised and able to multi-task ✓ Excellent communication & negotiation skills ✓ Good problem-solving skills, proactive attitude towards customers’ needs
BRIEF DESCRIPTION OF KEY PERFORMANCE AREAS	:	✓ Order Processing: Accurate and timely processing of Western Cape regional orders (20 – 50 per day) and liaise with AR department regarding credit holds Process specialized orders including Uplifts, Co-packing and urgent requests ✓ Sales Team Support and Liaison Administrative support to WC Regional Managers to improve regional efficiency ✓ Warehouse and Logistical Coordination Process and communicate warehouse queries, ensuring quick resolution to prevent delivery delays Monitor order timelines from entry to dispatch, identify and resolve logistical bottlenecks ✓ Customer Queries Maintain open and clear communication channels between all internal departments (Sales, Logistics and Accounts Receivable) to resolve order discrepancies promptly
CONTACT PERSON	:	Arlene Florence
DEADLINE FOR APPLICATIONS	:	15 November 2025
TO APPLY	:	Should you meet the requirements for this position, please apply by submitting your application to <u>the HR post box</u> or our <u>Online Careers</u> portal 1) Clearly stipulate the position you are applying for in the subject line “Sales Administrator” 2) Motivational letter (why you are suitable for the position) 3) Detailed, updated CV

Important to note:

*Please consider your application as unsuccessful if you have not been contacted within 2 weeks.

**By applying for the position, the applicant gives permission to the Company to scrutinise and process personal information shared.