Sales Administrator

Remuneration:	R144000 - R144000 per year negotiable basic salary
Benefits:	Company Provident Fund
Location:	Cape Town, Muizenberg, Capricorn
Education level:	Diploma
Job level:	Mid
Type:	Permanent
Reference:	#PPF#3
Company:	Pesto Princess Foods (Pty) Ltd

Start date: 1 June 2024

Salary: R144,000 per annum or negotiated according to experience and skills.

Report: Sales manager

Working hours:

Tuesday to Friday 08h00 – 17h00

Saturday 08h00 – 16h00

About Pesto Princess Foods

Pesto Princess manufactures fresh, preservative-free pesto sauces, spice pastes, dips, soups and cooking sauces. These are sold through major retail chains and distributors nationwide. The factory is in a secure business park in the South Peninsula in Cape Town.

Overview of the role

- Generate sales for Pesto Princess Foods.
- Close sales over the phone and maintain excellent customer relationships.
- Support the sales coordinator with invoicing and other tasks.
- Perform any administrative task relevant to the sales department.
- This role is entirely office-based.

Daily duties

- Contact new and existing customers for orders using a friendly, professional tone that creates a positive first impression.
- Process orders efficiently and accurately.
- Update the daily sales dashboard.
- Invoice using Sage Evolution.
- Enter, update and process customer information using the Skynamo App.
- Book couriers and distributors.

- Answer questions or product queries accurately and realistically with an engaging manner.
- Keep your product knowledge fresh and inform customers of new product launches.
- Negotiate sales and address any concerns/reservations of existing or potential customers by being a good listener.
- Direct prospects to the sales manager when appropriate.
- Meet company expectations for service excellence.
- Commit to departmental and individual sales targets by going the 'extra mile'.

Requirements and qualifications

- Two years' experience in a sales or telesales role.
- Computer literate and tech savvy with a working knowledge of relevant computer software.
- Proficiency in Excel is beneficial.
- High school diploma or equivalent required. A bachelor's degree or equivalent would be an asset.
- Talent for selling, with experience in retail or food services.
- Excellent verbal and written communication skills
- Positive, supportive and patient attitude towards people.
- Able to think creatively and solve problems practically.
- Able to engage customers in conversation.
- Able to handle rejection and pressure and to know when to seek support.
- Strong interpersonal skills that make you a strong team player.

Company culture

Pesto Princess is evolving into a world-class company. **Caring** is the central company value. If you care about the customer, care about producing excellent work, and care about the impact the business has on the environment, then this position is for you. Since we will also be caring for you, be prepared to do the extraordinary, and have your talents developed.

Apply for this position

There are two steps to the application process.

1. Send your updated CV to apply@pesto.co.za
2. Send a one-page letter of motivation including salary expectations to apply@pesto.co.za.

Company Description

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Posted on 26 Apr 13:35, Closing date 25 Jun

Apply by email
Lauren Gregory
apply@pesto.co.za

Or apply with your Biz CV

Create your CV once, and thereafter you can apply to this ad and future job ads easily.

Apply