

Position for Internal Sales / Office Administrator



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Company Background

PHT South Africa is a leading provider of hygiene, food safety and technology solutions for industrial use in the food and beverages industry and other related products from our partner in Germany. Our Values are Team Work, Innovation, Accountability, Ethics, Caring and Excellence.

Job Description

The successful candidate must have experience in sales, quotes, orders, invoicing etc. Must have good telephone skills and knowledge of the English Language. The candidate will be the back-up and sales support for the Technical Sales Representative. The candidate must be a self-starter and able to manage him/herself. Must be able to rise to the challenge of this demanding position, adhere to deadline and be able to work under pressure. The candidate must be prepared to learn new products and new skills. This position requires dedication, commitment and a passion for what they are doing. The successful candidate must be a team player and results driven.

Job Responsibilities

- Prepare and e-mail documents including quotes, sales orders, delivery notes, proof of delivery, invoices, etc. to customers. All quotes must be checked by the sales representative before it can be sent to customers.
- Responsible for updating customer company details and contact details on the database Liaise with sales representative on customer information and requirements.
- Calculate prices and prepare quotes according to the exchange rate set by management Prepare and send out sales orders after receiving orders from customers or sales representatives.
- Place purchase orders for any related sales order items not in stock.
- Receive order confirmations from suppliers and follow up on orders placed Follow up on expected delivery dates Check order confirmations against purchase orders.
- Receive shipping documents from suppliers.
- Forward shipping documents to clearing agents for clearing purposes.
- Prepare back order reports for all suppliers.
- Invoice customers according to sales orders or orders received.
- Check that customers delivery details are correct before delivery.
- Arrange delivery of goods to PHT-SA warehouse and customers.
- Contact and prepare documents for transporters and customers and receive proof of delivery documents.
- Send Pro-forma invoices for COD customers and arrange for payment before delivery or collection.
- Keep track of waybills and proof of deliveries.
- Check shipments and expected delivery dates with purchasing and communicate it back to customers.
- Follow up on outstanding orders from customers.

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- Assist accounts in preparation of supplier invoices and other documents required for payment.
- Assist with stocktake, and maintain stock levels.
- Attend weekly meetings and take minutes.
- The company may require the candidate to perform other general administration duties.
- Managing the switchboard in a professional and efficient manner.
- Attend Industry Exhibitions, workshops and seminars.
- Collect companies post.
- Arrange accommodation, flights, car hire, car parking for visitors and Reps.
- Driving the forklift when needed.
- PHT Management may require other tasks to be performed, and should be completed as well, but should not be evaluated in terms of importance in terms of the primary duties.

Required skills

- Diploma/Certification
- Matric Mathematics
- English, Afrikaans (Writing and Speaking Skills), German would be an advantage.
- At least 2 years' experience in internal sales, administration.
- Strong computer literacy and numerical skills in regards to working with MS Office (Excel, Word, Outlook)
- Sound administrative, planning and organizing skills.
- Must have good communication and telephonic skills.

Remuneration

A competitive package will be negotiated according to experience and skills of the successful candidate. If you are a motivated individual and a team player, we would like to hear from you. Please send a detailed CV to info.za@pht.group.

Closing Date: 31 May 2019 (NO TELEPHONIC ENQUIRIES)