

Admin Clerk – Sales

We are looking for a motivated and organised Sales Administrator to join our growing team. The ideal candidate will support the sales department by managing customer accounts, processing orders, maintaining records, and ensuring excellent customer service.

Requirements:

- Previous experience in sales administration or a similar role
- Matric certificate or relevant qualification
- Strong communication and customer service skills
- Proficient in Microsoft Office (Excel, Word, Outlook)
- Good organisational and time-management abilities
- Ability to work under pressure and meet deadlines
- Attention to detail and accuracy

Responsibilities:

- Process invoices and quotations accurately
- Maintain customer records and databases
- Assist the sales team with daily administrative tasks
- Handle customer enquiries via phone and email and order follow-ups
- Prepare sales reports and documentation
- Ensure filing and documentation are kept up to date

Please send your CV to: samgrohr@samgro.co.za