

## **Job Vacancy Notice**

**Position:** Sales Intern

**Location/Department:** Musgrave, Durban – Sales

### **Responsibilities:**

#### **Sales Admin and Record Keeping:**

- Enquiry, Generation and Updating of Records
- Proforma Invoice Preparation
- Maintaining Records of orders sent to the plant, updating the Goods/Material received against the orders and dispatch to Customers
- Maintaining monthly orders
- Reporting daily
- Preparing Sales Report for Sales Manager

#### **Supply Chain:**

- Follow up with plants for PDF/Cylinder Proof/Confirmed Orders
- Maintaining Material ETA Sheet for Sales Managers
- Familiarisation with Customers for sharing Stock/Outstanding/PDF/Approval/Follow-up etc.
- Servicing the existing Customers
- New Business Development

### **Minimum Qualification:**

- Tertiary qualification, BCom in either Business Science, Business Administration, Supply Chain or Sales and Marketing

### **Skills Required:**

- Good Interpersonal skills
- Good communication i.e. written, spoken and presentation skills
- Good computer or system skills
- Self-starter able to work within guidelines
- Organised and detail oriented
- Team Player
- Demonstrate a good level of professionalism

**Period of Internship:** 12 Months

**Date of Vacancy:** Immediate

**Closing date for applications:** 30<sup>th</sup> September 2018

**Interested candidates can contact Kajal Singh on:**

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