



EXTERNAL VACANCY

Job title	Sales Clerk
Job grade	B+
Department	Sales Department
Location	Western Province Park, Epping, Cape Town
Job's vision / Goal	<i>Sales target exceeded through product & service excellence</i>
Salary / Band	R 11000 – R 12000 plus commission once target is achieved

Reports to	Supervisor or Manager
Subordinates	None
Liaises with	All staff, customers & suppliers

Brief description or profile of the job	<i>To perform all Sales & related duties efficiently and professionally.</i>
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Tasks to perform and tasks responsible for	Meet and exceed your sales targets or margins
	Assist all customers with service excellences
	Follow through on customer requests & queries
	Retain current customers and canvas new ones
	Remain updated on changes in the company & industry
	Any other reasonable request

Formal or equivalent education and skills required to perform the tasks.	Grade 12 or equivalent
	1-2 years invoicing/sales experience in an ERP system
	Sales related training & experience
	Good knowledge base of electronics & industry
	Computer literate with good knowledge of Office and related programs
	Highly efficient, low conflict rate, team spirited, accurate with good closing skills
	Able to multitask and work under pressure
	Professional verbal & written communication skills

Key Performance Areas the appointee's performance will be measured on.	Target achievements
	Customer & team satisfaction
	All communications
	Timekeeping, punctuality & absenteeism
	Self-motivated & hardworking
	Personal growth & training

Submit CV's and applications to.	gordon.klink@mantech.co.za / mr@mantech.co.za
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Closing date for applications	20 th July 2022
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