



EXTERNAL VACANCY x 3

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	<i>R 8900 – R 12000 plus commission once target is achieved</i>

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	<i>Meet and exceed your sales targets or margins</i>
	<i>Assist all customers with service excellences</i>
	<i>Follow through on customer requests & queries</i>
	<i>Retain current customers and canvas new ones</i>
	<i>Remain updated on changes in the company & industry</i>
	<i>Any other reasonable request</i>

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

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

Submit CV's and applications	mr@mantech.co.za / na@mantech.co.za
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Closing date for applications	31 st March 2020
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