



Sales Administrator

Job Title:

Sales Administrator

Place of Work:

Northern Suburbs Cape Town at Tiny Keg Can Co

Scope and General Purpose:

Responsible for sales administration tasks and initiatives with a strong focus on customer relationship management.

Responsible to:

Managing Director
Senior Management

Liases with:

Managing Director
Operations Management
Sales Management
Human Resource Management
Production Team
Accounts

Key Performance Areas

Please refer to the next page for areas in which your performance in this role will be measured.



Sales Administrator

Key Performance Areas

Customer Relationship Management

- Building trusted relations with key customers and stakeholders
- Accepts and responds to organizational phone calls, emails, and traditional mail correspondence
- Represents office interests in relationships with suppliers and customers
- Fields technical and logistical questions from customers.

Sales Administration

- Maintain company sales pipelines from lead to job completion
- Assist with weekly and monthly sales reports.
- Assist and coordinate sales and marketing initiatives and projects
- Coordinate logistics of liquids to packaging facility
- Wine administration and paperwork, including movement of wine in bond, and completing all SAWIS documentation
- Quote and invoice customers

General Administration

- Coordinate schedule and logistics for packaging jobs
- Oversees office financial administration, from handling expenses to implementing processes.
- Maintaining Employee records
- Import / export logistics
- Keeps shared office spaces organized
- Handles incoming and outgoing packages and mail
- Orders and maintains office supplies and services, including IT resources, facilities, and standard supplies
- Complete ad hoc administrative tasks when the company requires.