**DIVISION:** NTP Radioisotopes SOC Ltd

**DEPARTMENT**: AEC - Amersham (Kyalami)

**VACANCY:** Sales Administrator

**SALARY BAND:** Market Related Remuneration

**EC15356**

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**Job Profile:**

The role of a sales administrator is to deal with incoming customer enquiries and assisting thesales forcewith daily sales administration activities.

**Key Performance Areas:**

* Prepare Quotations.
* Prepare Pro-formas for COD customers.
* Ensure that Section 21 documents are updated.
* Compile sales reports on a weekly basis.
* Assist with maintaining supplier and customer price lists.
* Identify new clients and opportunities within the applicable environments.
* Experian reports once new applications are completed.
* Assists with organising exhibitions, events, congresses, workshops, academic days and product launches.
* Follow-up on customer enquiries and problems regarding products, orders, tenders.
* Advise customers of order delays and/or suggest possible alternatives where necessary.

**Job Requirements:**

* High organizational skills and ability to manage a number of projects at the same time.
* Ability to prioritise workload.
* Strong communication skills.
* Well versed in IT for example MS Office Suite and CRM System.
* Strong administration skills.
* Must be detail oriented.

**Qualifications and Experience:**

* Grade 12 with science subjects.
* Post matric qualification in customer service.
* Sales qualification advantageous.
* Three (3) years’ experience in customer service/ internal sales.

**Closing date**: **4 November 2016.**

**CONTACT PERSON**

MsFran Dos Santos

Tel: 012 305 5697

Building: P1100

Room: 136

Please forward your updated CV with certified copies of your educational qualifications to recruitment@ntp.co.za

**Important:** The suitable candidate will be selected with the intention of promoting representivity and achieving EE targets as contemplated in the relevant NTP Employ­ment Equity Plan.

**GENERAL:**

*Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful.*