

**INTERNAL SALES SUPPORT
185 SOLUTIONS
GAUTENG**

CORE PURPOSE OF THE JOB:

To act as a link between Sales and Production Controllers and client to ensure total client satisfaction and company benefit.

KEY PERFORMANCE AREAS:

- Deal with client quotes, production, invoice queries, delivery and distribution
- Brief Estimators and outwork suppliers where necessary
- Convert quote into job and brief PC on production requirements and timings
- Ensure invoices are sent to client timeously
- Attend to queries and provided feedback in an efficient manner

QUALIFICATIONS / EXPERIENCE:

- Relevant tertiary qualification with at least 1-2 years experience in a similar role
- Knowledge of DTP/Repro/Print will be beneficial
- High level computer skills

BEHAVIOURS & ATTRIBUTES:

- Attention to detail and accuracy
- Strong communication and administrative skills
- Ability to manage multiple priorities
- Team player

The advert has minimum requirements listed.

Management reserves the right to use additional / relevant information as criteria careers@hirtandcartergroup.co.za

Closing date for applications is Friday, 07th January 2022.