



An exciting and challenging opportunity exists for an energetic and enterprising individual to fill the following position within the Swartland Group

INTERNAL SALES ADMINISTRATOR (x2)

Type of employment: Permanent (3 months' probation)

Job Grade: Patterson B-Band

Division: Customer Services

Location: Western Cape Distribution Centre, Atlantis

Reference: ISA/240013

Main Purpose of the Job: Reporting directly to the Internal Sales & Customers Services Supervisor, the incumbent will provide administrative assistance and clerical support services.

Minimum requirements: ▪ South African Citizen ▪ Grade 12 ▪ Qualification in General Office Administration/Data Capturing/Marketing will be advantageous ▪ Computer Literacy ▪ 2-3 years' proven experience in sales administration, order processing, or customer service roles ▪ Willingness to learn ▪ Valid Driver's License ▪ Willingness to work overtime and weekends as and when required.

Key performance activities (inclusive but not limited to): ▪ Execute all administrative functions accurately in an effective and efficient manner ▪ General office management ▪ Process and capture data on SYSPRO ▪ Assist with a variety of general administrative and clerical functions ▪ Maintain high level of discipline to accurately succeed in daily administrative tasks.

Knowledge, skills and competencies: ▪ Working knowledge of SYSPRO ▪ Excellent verbal and written communication skills (English and Afrikaans) ▪ Numerical Skills ▪ Analytical, problem solving and organisational skills ▪ Excellent administrative and time management skills ▪ Proficiency in MS Office (Outlook, Excel, Word) ▪ Ability to work under pressure and meet deadlines ▪ Ability to work independently with minimal supervision and collaborate effectively in a team environment ▪ Flexibility to adapt to changing priorities and deadlines in a fast-paced environment ▪ Self-motivated, disciplined and enthusiastic with high levels of drive and energy ▪ Pro-active and dynamic ▪ Excellent attendance track record ▪ Systems driven ▪ Well organised ▪ Attention to detail ▪ Dependability.

If you are committed to delivering world-class manufacturing services, ascribe to Swartland's shared values set and your credentials meet the minimum requirements of the position, you are kindly invited to forward your applications to hr@swartland.co.za, quoting the reference number, notice period, current & expected salary.

Closing Date: 15 February 2024

Note: Applications must be submitted on the Company Application for Employment Form, obtainable from reception at the relevant location indicated on the advert, and must be accompanied by a comprehensive CV, including the details of at least two contactable referees (should be people who recently worked with the applicant) and certified copies of qualifications and identity document. Where a valid driver's licence is a requirement, applications must attach a certified copy of such licence. If you have not been contacted within one (1) month of the closing date, please consider your application unsuccessful. Successful candidates may be required to undergo competency assessments and where applicable a technical exercise that intends to test relevant technical elements of the job. Please note there is a size restriction of 2MB per mail on our firewall.

Applications sent to the wrong address and/or received after the closing date or those that do not comply with the requirements, will not be taken into consideration.

Swartland's commitment to transform and embrace diversity is what drives us to achieve a diverse workplace with employment equity as a key goal to create an inclusive workforce. In achieving our employment equity goals, we give preference to applicant from designated groups, and we encourage people with disability to apply.
Swartland Investments (PTY) Ltd. reserves the right not to make an appointment.

At Swartland we have a track record spanning over seventy years. Like our founder, we believe that our success is largely attributed to our ongoing initiative, innovative people, and unwavering team spirit.