

PASSION TO INNOVATE | POWER TO CHANGE

SALES SUPPORT ADMINISTRATOR

YOUR TASKS AND RESPONSIBILITIES

Sales support with the main aim of providing essential support to sales representatives and the National Sales Manager for South Africa.

- Create / amend standard forms, assist the sales team with accurate data capturing and data reporting.
- Process sales data and produce monthly reports timeously in the agreed format.
- Maintain the Local ES TMT, Future Wave, Client Zone, Qlikview in order to produce any sales requests
- Assist Brand Managers with Newport input
- Create PowerPoint presentations for the sales team
- Prepare monthly PMP and PSA forecasting in the acceptable format for SA Business Manager
- Assist South African Business Manager with annual Budget preparation
- Support in the Sales Cycle Meetings
- Be the link between UTi + BES sales team to support with placing of orders and follow up on outstanding orders
- Travel opportunities to relieve the field force manager (PSA) due to the nature of the sales environment to allow sales persons to go on leave.

WHO YOU ARE

- A relevant Degree in Business Administration or Equivalent, together with a minimum of 2 years in an administration function.
- Strong Analytical skills
- Good communication skills
- Strong Database Management skills
- High proficiency in MS office, especially Microsoft Excel
- Self-motivated.
- Strong interpersonal skills.

Application Period

09 June 2015 to 24 June 2015

Reference Code

BESSALESSUPPADM2015

Division

Bayer Environmental Science

Company

Bayer (Pty) Ltd

Department

BES – Sales

Location

Isando

Functional Area

Sales

Position Grade

TEMP

Employment Type

TEMP – 7 Months Contract

Work Time

Regular



CONTACT US

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