



8

Reasons To Join Our Team

1

Great Career Opportunity

We think like a successful start-up and find new opportunities to grow and improve our expertise. Our team members love to take on new challenges and seek resources to advance their work and careers.

2

We're Smart

With deep innovative talent, we succeed in solving complex problems and develop innovative solutions. We don't apologise for being the brightest sparks in the room.

3

We Win

We dominate our market because we have the best technology in the industry combined with some of the best brains in the world.

4

Remarkable Colleagues

We are team players and enjoy working together. We embrace our diversity and the excellence that accompanies striving beyond the normal. We have fun but never lose focus of our objectives.

5

Big Brand Clients

Our technology is used by over 90% of the Fortune 500 to help them deliver strategic business value and tangible results.

6

Learning Opportunities

Career development is important. We help you build your skillset by providing in-house training as well as support external training and development.

7

Global Footprint

We provide opportunities to work with global clients and staff.

8

Amazing Technology & Tools

We have a passion for continuous improvement. New ideas, tools and technology spread through the company fast. We welcome experimentation and encourage risk. This is how some of the best innovations are born.

Sales Administrator

As a Sales Administrator with a high attention to detail and love for administration you will become a trusted asset to the team. Handle all the sales and operational admin related duties for the business unit. Achieve customer satisfaction by ensuring all duties are performed quickly and accurately.

Reason for vacancy:	Growth in the business
Reporting to:	Head of Operations
Management level of role:	This is not a management role
Working environment & travel:	High intensity fast paced office-based role . There is a great deal of teamwork but strong individual accountability for this individual.
Working hours:	07h30 – 16h00 or 08h00 to 16h30 or 08h30 to 17h00

Key deliverables

- Accuracy, correctness, 100% spot on, all the time
- Always ready to assist all members of the team
- Understand and use Salesforce like your life depends on it
- Attend to any client / internal queries and provide feedback within a stipulated period
- Compilation of tender documents i.e., ability to draft plans, policies, procedures and ensure that all mandatory documents are updated.
- Ensure that the tender documents are completed and accurate and submitted well in advance/on time.
- Responsible for planning and co ordinating tasks for the successful completion of a tender
- Attend tender briefing meetings
- Maintain accurate records electronic copies of completed documents.
- Ensuring relevant arrangements are made for delivering the tenders timeously
- Manage customer databases
- Administer and manage the Sales CRM Environment
- Assist with all sales admin queries

Technical knowledge, skills & abilities

- Strong multi-tasking skills is a must to ensure various duties are performed accurately and on time
- Some mild compulsive behaviour would be an advantage
- Excellent/Unparalleled/Incredible/Outstanding/Relentless attention to detail
- System and process oriented
- Team Player
- Great personality and sense of humour
- Critical analytical thinking: using logic and reasoning to identify the urgency of certain tasks
- Time management: ability to prioritize tasks, deliver quality work under pressure and manage their own time
- Writing: ability to effectively communicate with external clients and internal team members

Behavioural, soft competencies & skills

- Self-starter with a positive outlook
- Tenacious and friendly
- Able to work well within a team environment
- Adaptable and flexible, with an eagerness to learn and develop oneself
- Dynamic: full of energy and has a sense of purpose
- Must be a mature personality (EQ)
- Über Fun
- Possible been accused of having OCD in the past



Education & qualifications

- Matric certificate
- A commerce degree would be preferable

Details of experience

- Min of 3 years' experience in administration
- Good PC literacy and experience with a CRM system
- Experience in sales administration will be an advantage
- MS Office
- Salesforce (an advantage)

What would make the applicant successful in the role?

- The candidate will be successful in this role if they are task focused, well organized and get things done quickly and accurately
- Must be able to handle multiple tasks at once and work within a fast-paced sales team
- Be able to bond with the team members
- This person plays an incredibly significant part in the team. He/She will be working with a team of exceptional and exciting people to achieve remarkable things. This person is an especially important link to assist the team with achieving their monthly and quarterly targets.
- Believes that Star Wars is more than just a movie.

We are committed to employing based solely on MERIT,
irrelevant of gender, religion, or race

For more information, or any questions contact Tamsin Jatho, tamsinj@surtech.co.za

