

**Internal Sales Co-ordinator
Permanent
Airport City, CPT**

Tellumat Integrated Solutions provides full turnkey telecommunication solutions across the fixed-line and mobile telecoms, rail and mining, commercial and industrial, and government and defence industries. Part of the Tellumat Group – leaders in electronic technology in the telecommunications, defence, transport and energy industries, it aims to diversify Tellumat's value proposition by offering customers end-to-end solutions covering network design and engineering, project management, site implementation, fibre reticulation and managed services.

This position is for an internal sales co-ordinator. The key performance areas and duties for this position are broadly listed below. Success in this position will result from the necessary interaction and collaboration with the candidate and colleagues from the other TIS divisions. The key focus of this function is to ensure that the customer receives on time delivery for all of their requests; including but not limited to requests for information, proposals, quotations, invoices, statements and other information.

Minimum Requirements

- Matric
- Diploma – Sales / Business Administration (advantageous)
- Sales admin experience
- Excellent verbal and written communication skills
- General office duties

Competencies/Skills

- Computer literacy – MS Office
- Database knowledge (Syspro knowledge is an advantage)
- ICT product knowledge (advantage)
- Communication skills (strong) Negotiation skills (strong)
- Contract understanding and management, purchase order management and back order management
- Understanding of full-turnkey solutions
- Understanding of distribution

Key responsibilities include *inter alia* – KPA's

- Produce quotations and track quotations
- Purchase order and back order management (Receive a purchase order and load onto SysPro and follow-up)
- Liaise with customers directly and indirectly Work with all TIS divisions to service customers in a timely manner from pre-proposal/quote stage to receiving funds after the sale
- Meetings and presentations to customers
- Liaise with TIS finance as to whether order can be released
- Create and print delivery notes
- Create an invoice (when necessary)
- Co-ordinate logistics as is required by the customer and file all necessary documentation

- Create and maintain a filing system as per TIS's quality assurance procedures to keep track of all customer information; including but not limited to; invoices, costs, complaints etc.
- Reporting as required by the TIS organisation

Should you meet the requirements and wish to be considered an applicant for this position, please apply online or email a comprehensive CV to Alicia Pillay apillay@tellumat.com by no later than 20 July 2017

Correspondence will only be with short-listed candidates.

Employment Equity will be considered when making the appointment.