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RM WISPECO STEEL AND ALUMINIUM (PTY) LTD
(Reg. No. 2018/0465)

VACANCY

SALES ADMINISTRATOR

Key Responsibilities:

- ✓ Maintain and develop a computerised customer and prospect database.
- ✓ Plan and carry out direct sales activities (principally direct mail) to agreed budgets, sales volumes, values, product mix and timescales.
- ✓ Respond to and follow up on sales enquiries by email and telephone.
- ✓ Process and maintain existing and new customers through account support, and liaison with internal orders.
- ✓ Manage product pricing and margins according to agreed aims.
- ✓ Plan and carry out quotes and orders to agreed budgets and timescales
- ✓ Liaise and attend weekly sales meetings necessary to perform duties and aid business and organisational development.
- ✓ Capture sales orders and process invoices from time to time.
- ✓ Conduct regular customer visits and market products.
- ✓ Assist with walk-in customers.
- ✓ Responsible to assist customers with tenders.
- ✓ Reconciliations of customer accounts

Minimum requirements:

- ✓ Grade 12 and relevant tertiary qualification
- ✓ 3-5 years working experience in sales.
- ✓ Excellent computer literacy (Microsoft Office & Accounting systems.)
- ✓ Ability to prioritise work, work efficiently and accurately under pressure.
- ✓ Excellent spoken and written communication skills.

Closing date: Monday, 16 June 2025

PART OF THE  **FRANS INDONGO GROUP**

Directors: J.G. Patmore (Chairman), E. Beinart, A.P. Jansen, G.D. Visser