

Datacentrix Holdings Limited
Incorporated in the Republic of South Africa
(Registration number: 1998/006413/06)
Share code: DCT
ISIN: ZAE000016051
("Datacentrix")

Careers @ Datacentrix

Job Title: Internal Sales

Location: Port Elizabeth

Take responsibility for internal sales process including quoting, ordering, billing, stock management, customer/vendor onboarding and general customer service.

Primary Role Accountabilities:

- Analysis of reporting to ensure billing and costs have been accurately recorded
- Review of the weekly debtors outstanding list to ensure issues are dealt with in a timely manner
- Regular review of stock report to ensure billing is done on time
- Timely receipting of stock (all types) to minimise cost accruals at month-end
- Review of open sales order and purchase order listing to ensure it reflects only open and valid orders Work closely with the sales team in the area of product suitability and service delivery expectations
- Support sales efforts with in-depth product and business knowledge
- Maintain a thorough knowledge of the company's products and service offerings and methodologies
- Work with the post-sales team in handing over any pre-sales efforts
- Represent the company in a professional manner and build good relationships with vendors/clients to the company's benefit
- Produce detailed costings for customers and ensuring the contract is profitable.
- Collate customer purchase order/requirements and costings (on approval)
- Issue of quotes to clients using order entry system
- Create order entry instruction (convert from quote) to Logistics
- Manage order entry dashboard (PO/receipt/Invoice/POD) and requesting invoicing to client
- Implement administration methodologies on larger deals
- Reconcile client purchase order through sales cycle to fulfilment on verification of POD
- Understand applicable company policies and processes
- Apply the delegation of authority when conducting transactions
- Maintain ethical behaviour in interactions with all stakeholders

Critical Requirements - Skills, Experience & Qualifications:

- Must have Matric or Grade 12
- National Diploma in Business Administration/ Commerce related National Diploma/ Bachelor's Degree in Business related field - Preferred but not mandatory
- Exposure to financial management tools
- Valid driver's license and own reliable vehicle
- 4 - 8 years' experience
- Previous inside sales experience

- Track record of over-achieving quota
- Strong phone presence and experience several calls per day of calls per day
- Proficient with corporate productivity and web presentation tools
- Excellent verbal and written communications skills
- Strong listening skills
- Ability to multi-task, prioritize, and manage time effectively

Additional:

- Please note that further checks will be conducted once the candidates are shortlisted (i.e. credit check; SA fraud check; ID verification; academic verification; criminal check).
- Please ensure you provide an updated CV and updated certified qualifications including a
- certified copy of your ID.

Datacentrix is an equal opportunity employer and in filling this vacant position, preference will be given to candidates from Previously Disadvantaged Backgrounds in terms of the Employment Equity Act and practice

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