

Sales Administrator (Edenvale)

Description

We are seeking an organised and detail-oriented **Sales Administrator** to support the sales team with quotations, order processing, customer enquiries and general sales administration.

The ideal candidate should be comfortable working with customers, systems and documentation in a fast-paced sales environment.

Responsibilities

- Prepare customer quotations.
- Capture and process sales orders.
- Respond to customer enquiries by phone and email.
- Maintain customer information and sales records.
- Follow up on outstanding orders and deliveries.
- Liaise with sales, warehouse and finance departments.
- Prepare invoices and supporting documentation where required.
- Assist sales representatives with administrative support.
- Update reports and sales information.
- Maintain accurate filing and documentation.

Minimum Requirements

- Matric / Grade 12.
- 1–2 years' sales administration or internal sales experience.
- Strong Microsoft Office skills.
- Previous ERP or CRM system experience will be advantageous.
- Good communication and customer service skills.
- Strong attention to detail.
- Ability to manage multiple tasks and deadlines.

Contacts

Submit your latest CV through **Career List**, highlighting your sales administration and customer service experience.

Hiring organization

Career List

Employment Type

Full-time

Industry

Engineering

Job Location

Edenvale

Base Salary

R 12000 - R 15000

Date posted

September 15, 2026

Valid through

30.10.2026