https://careerlist.co.za/job/sales-administrator/

Sales Administrator

Employment Type
Full-time

Hiring organization
Career List

Industry
Packaging

Job Location
Midrand

Base Salary
R 15000

Date posted
September 24, 2026

Valid through
23.10.2026

Description

A growing sales department requires an organised Sales Administrator to assist with quotations, customer orders and general sales support.

Responsibilities

- Prepare and send customer quotations
- Capture and process sales orders
- Assist customers with order and pricing enquiries
- Liaise with sales representatives and customers
- Update customer information on internal systems
- Assist with invoicing and delivery follow-ups
- Maintain sales records and reports

Qualifications

- Matric
- 1–2 years sales administration experience
- Microsoft Word and Excel knowledge
- Good communication skills
- Strong attention to detail
- Ability to work accurately under pressure
- ERP or CRM experience advantageous