



PRECISION HYDRAULICS

T: +27 11 452 5843

E: info@dosco.co.za

W: dosco.co.za

Attention: All Employees

From: Human Resources

Vacancy: Internal Sales

The above job vacancy has arisen within our company for Dosco Precision Hydraulics, a Division of Hudaco Trading is situated in Sebenza, Edenvale and the position will be covered from the Sebenza Head Office.

Suitably qualified applicants from existing staff are also welcome to submit an application for this position.

Should you not receive a response from our office within two weeks of submitting your CV, please consider your application as being unsuccessful.

Department	Sales
Job Title	Internal Sales
Key Areas of Responsibility	<ul style="list-style-type: none"> • Telephonic Orders & Buy Outs. • Drawing-up Quotations & Generating Invoices. • General Office Duties etc. • Establish and maintain relationships with individual or business customers and provide assistance with problems these customers may encounter. • Internal Sales Support. • Adhere to procedures for custody or control of assets, records and stock to ensure safekeeping. • Review collection reports to determine the status of collections and the amounts of outstanding balances. • Supervise the work of office, administrative, or customer service employees to ensure adherence to policy and procedure, quality standards, deadlines, correcting/reporting errors or problems. • Provide employees with support in handling problems or in resolving escalated complaints or disputes. • Discuss workflow problems with branch personnel to identify causes and issues and to work on resolving problems. • Adhere to all reasonable and lawful instructions given by management.
Qualifications and Experience Required	<ul style="list-style-type: none"> • Matric certificate (minimum) plus recognised Trade or Business Certificate/Diploma • A minimum of 1-3 years' experience in an administrative leadership environment • Applicants should be computer literate and have an excellent command of Microsoft Office packages • Knowledge of ERP & Syspro is <u>essential</u> • Driver's License <u>essential</u> • A minimum of 3 years' experience in a similar role.
Specific Job Skills	<ul style="list-style-type: none"> • Team player and must have excellent communication and interpersonal skills.

6 Impangela Road, Sebenza Ext. 6, Edenvale, 1609, Gauteng, South Africa • P.O. Box 9200, Edenglen, 1613. Gauteng, South Africa

VAT No. 4480276411

Reg. No.1984/005432/07



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	<ul style="list-style-type: none">• Must be self-driven, deadline orientated with the ability to work under high-pressure environment.• Ability to accept responsibility and account for his/her actions.• Perform work accurately and thoroughly.• Be creative in problem solving with a good work ethic.• Attention to detail Strong Excel Skills.
Application Procedure	<p>Please send CV to: hradmin@elco.co.za</p> <p>PLEASE ENSURE THAT ALL APPLICATIONS ARE CLEARLY MARKED WITH THE FOLLOWING INFORMATION:</p> <ul style="list-style-type: none">• Position applying for• Full name• Recent contact details and email addresses
Distribution Date	10 th April 2024
Closing Date	17 th April 2024