

My Job Search

PA/ Sales Office Administrator – City Deep, Johannesburg South

Administrator ,Germiston, Gauteng, South Africa

Description

PA/ Sales Office Administrator – City Deep, Johannesburg South

A Steel Container Conversion Company is looking to employ a presentable PA/ Sales Office Administrator that is willing be the face and image of the company. You must be extremely hands-on, intelligent, have initiative, take charge of any situation.

Requirements:

-
- Experience in the Sales and marketing field.
- Target driven individual.
- Excellent verbal and written communication skills.
- Strong organizational and multitasking abilities.
- Proficient in using office software (e.g., MS Office).
- Exceptional customer service skills and a friendly, professional demeanor.
- Knowledge of manufacturing industry will be a huge advantage.

To apply for this position please send your CV to accounts@constructs.co.za

If you have not had a response back from us in 2 Weeks, Please Consider Your Application Unsuccessful.

Advertiser details

Name

Container Structures

Phone

[+27833934973](tel:+27833934973)

Email

accounts@constructs.co.za

Address

Cnr. Marjorie and Fig Place Road. City Deep
Johannesburg ,Germiston, Gauteng, South Africa -
2001

[More details](#)

Company Name

Advertised By

Job Type

Language

Gender

Drivers Licence

Highest Education

Experience

Salary

Link

Container Structures

Business

Full Time

English

Female

Code A

Matric

2+ yrs

R 000

[For more information click here](#)