



**WE ARE
HIRING
VACANCY**

Vacancy: BMG Montague Gardens - 124,
Western Cape, South Africa

Counter Sales Representative – M4319

Closing date: 31 May 2024



Roles & Responsibilities:

- Ensure daily sales targets are achieved.
- Assisting walk in customers at the counter
- Possessing excellent product knowledge to increase sales.
- Analysing of GP reports and sales figures
- Handling service-related issues
- Ensuring customer satisfaction is always achieved.
- Service telephone and counter customers.
- Ability to identify the requirements of the customer, using catalogues.
- Controlling and processing of off-line invoices and updating register
- Create invoices, purchase orders, and assist External Reps with quotes.
- Checking picked orders for correct quality and quantity
- Ability to locate the products on the system.
- Ensure that the counter area is clean, neat, and tidy.
- Record legibly customer details, requirements and contact details in counter book.
- Assist with stock take.
- Perform allocated administrative tasks.

Minimum Requirements:

- Matric
- Minimum 2 - 3 years' Sales experience in Mining, Engineering.
- Knowledge of BMG products (Bearings, Seals, Gearboxes, Power-Transmissions, Fasteners)
- Computer literacy (MS Word, Outlook, PowerPoint, Excel)
- K8 knowledge and experience

Should you have the necessary skill set, attach a brief CV to: vacancyapplications@bmgworld.net – REF: **Counter Sales Rep – M4319.**

All internal applicants are required to complete an **IVAF** form signed off by line manager prior to submitting application.

Closing date for applications – 31 May 2024.

If you have not received notification regarding your application within 2 weeks, please accept that your application was unsuccessful.



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Technical Expertise

Superior Service

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