



**WE ARE  
HIRING  
VACANCY**

Vacancy: BMG World Tools & Equipment- 2802, Gauteng, South Africa

Internal Product Support M4009

Closing Date: 20 February 2024



**Purpose:**

A support role in line with the Divisional objectives, providing product and sales support to Branches and External Product Support staff in the form of Product information, pricing, Guidelines, Client enquiry identification and pricing for Branch submission, Price and Product maintenance assistance, Market intelligence and General Support functions.

**Roles & Responsibilities:**

- To promote divisional growth through excellent and speedy Branch service.
- Product identification and Branch assistance with quoting or contracts / tenders and ensuring margins are achieved while maintaining competitiveness.
- Quote follow ups.
- Assisting Branches with stock management initiatives, price overrides, top-ups, and backorders, order approvals, stock adjustments.
- Stock ordering/processing of orders placed and expediting of orders with BMG Suppliers.
- Maintaining / building supplier relationships.
- Answer telephones, take messages, respond to e-mails with a positive and professional attitude.
- Maintaining Supplier information, catalogue requests and new product information.
- Compiling of special offers, brochures, training manuals in conjunction with the marketing department and external product support.
- Product Maintenance.
- Stock take counts when required, physical identification of samples and assisting the warehouse with receiving from time to time.
- Actively pursue an attitude of learning and growth and share product knowledge within the BMG network, thereby developing a knowledgeable and proficient sales force.
- Air and Sea freight Quotes and Orders, ensuring cost effective quotes and on time delivery.
- General sales, administrative functions, and utilisation of the Office package.
- Working with other departments such as Logistics, Shipping, IT, Finance to ensure complete and successful service to our internal stakeholders, the BMG Branch network.

**Minimum Requirements:**

- Grade 12
- Related technical and or business qualification would be advantageous.
- Computer literate, PowerPoint, and Microsoft Excel especially - level 2 or higher will be advantageous.
- Product Knowledge on Tools & Equipment is crucial.
- Good written and verbal communication skills.
- Kerridge experience will be an advantage or other ERP experience.
- Experience in sales across the Tools & Equipment product range.

**Personality Type / Attributes:**

- Attention to detail.
- Good at handling diverse situations
- Multitasker
- Strives to deliver high service levels in everything they do.
- Someone who takes initiative.
- Logical thinker.
- Positive attitude.

Should you have the necessary skill set, attach a brief CV to: [vacancyapplications@bmgworld.net](mailto:vacancyapplications@bmgworld.net) - REF: **“Internal Product Support M4009”** must be quoted in subject of the e-mail.

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

**Closing date for applications - 20 February 2024**

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



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Technical Expertise

Superior Service

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