



**WE ARE  
HIRING  
VACANCY**

**Vacancy: BMG - 142, Port Elizabeth, South Africa**  
**Internal Sales Representative:M4331**

**Closing date: 17 May 2024**



**Roles & Responsibilities:**

- To take enquiries from customers, both internal and external and expedite these to the benefit of the branch and the group.
- To be fully involved in branch daily operations.
- To ensure daily sales targets are achieved and grow sales.
- Attend to customer / branch sales enquiries and submit quotations in time.
- Service telephone customers as well as counter sales clients.
- Financial reporting, process quotes, create invoices, purchase orders, and assist Reps with enquiries.
- Identify and targeting new customers from an internal perspective.
- Issuing of non-conformances and ensuring corrective actions are taken.
- To process all manual transactions on the system
- Measure customer samples.

**Minimum Requirements:**

- Matric
- Minimum 3 years sales experience in Engineering, Mining or Agricultural field
- K8 experience an advantage.
- Computer literacy
- Hydraulics and Seals knowledge essential.

Should you have the necessary skill set, attach a brief CV to: [vacancyapplications@bmgworld.net](mailto:vacancyapplications@bmgworld.net) – REF: **Internal Sales Representative:M4331**

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

**Closing date for applications – 17 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

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