



# Montego

— Pet Nutrition —

## Sales Office Coordinator

Montego Pet Nutrition is looking for a focused, organised and driven person to take up the position as a Sales Office Coordinator at our Pretoria office.

### ESSENTIAL FUNCTIONS

Essential functions and responsibilities may include but are not limited to:

- General office administration and managing of staff;
- Liaising with head office on different matters;
- Assisting with new client applications;
- Providing the necessary support when area managers are absent or on leave;
- Dealing with complaints received from the Pretoria depot and electively resolving any issues;
- Arrange for sales consultants to work at shows;
- Assist with the exchanging, ordering, licensing and branding of new fleet vehicles and dealing with fleet queries and claims from consultants;
- Assisting the marketing department with complaints, product returns and exchanges;
- Assisting with the collection and/or sending of marketing material and packages;
- Plan and arrange team building events, strategy meetings and the yearly sales indaba which includes accommodation, flights, meals and function bookings;
- Implementing and promoting the company social culture.

### SKILLS AND ATTRIBUTES:

- National Senior Certificate;
- Experience in working in a sales and marketing environment as well as in office administration and management;
- Knowledge of Montego products may be advantageous;
- Must be fully computer literate (MS Office);
- Strong communication and people skills.

Closing date: Wednesday, 13 February 2019 at 12:00

Should you meet the requirements for this position, please apply with your CV and a letter of application to -

The Human Resources Assistant Manager, Montego Holdings, [henry@montego.co.za](mailto:henry@montego.co.za)

Correspondence will only be conducted with short listed candidates.