



Job title	Technical Sales Administrator
Location	Woodmead, Johannesburg, South Africa
Contract Type	Permanent
Reporting Structure	Internal Sales Head of Department
Remote Working	<p>The Sales Administrator may be required to work remotely, either part-time or full-time to fulfil his/her responsibilities.</p> <p>The candidate will be required to have a reliable uncapped Internet connection with a minimum of 4Mbps upload and download speed with an average uptime of 99% or better.</p> <p>The candidate will be required to have the necessary backup power to perform his/her duties during planned or unplanned power outages.</p>
Position Description	<p>Seidor Networks is looking for an experienced individual who has a proven track record of IT hardware/software, services sales experience and an understanding of sales processes. SAP Business One and ConnectWise knowledge/experience will be beneficial.</p> <p>The candidate will assist, manage and train the internal sales consultants and procurement staff. He/she will be the point of contact for internal departments and customers with sales or technical product and/or service queries. He/she will also manage the procurement staff with the delivery and processing of orders and deliveries and provide support for external sales representatives.</p>
Key Responsibilities	<ul style="list-style-type: none"> • Prepare sales quotations accurately and within SLA/OLA turnaround times • Process supplier and customer orders within SLA/OLA turnaround times • Managing the process and following up on open sales quotes • Approval of sales quotes • Regular supplier pricelist updates • Assessing client needs based on strong product knowledge • Prepare and assess solution-based proposals and pricing • Assist the internal sales team with any queries
Key Skills	<ul style="list-style-type: none"> • Strong verbal, telephonic and electronic communication skills

	<ul style="list-style-type: none"> • Must be a natural problem-solver • Relationship builder with a positive attitude • Energetic and focused with an unstoppable motivation to help customers find the right solutions • Team player with a high level of dedication and persistence • Process Driven • Willing to learn and strong desire to succeed • Calm under pressure and ability to work under strict deadlines
Experience	<ul style="list-style-type: none"> • 5 years plus experience in the following • Hardware & software products • Office 365 Licencing • Customer experience • Supplier Background • Team lead (Mentor)
Beneficial	<ul style="list-style-type: none"> • Connectwise Manage & Sell experience • ERP sales experience • Cloud Sales experience <ul style="list-style-type: none"> ○ ITIL Foundation ○ A+ / N+ ○ MCSA / MCSE
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