

Job Title:

Administrative Assistant to the National Sales Manager

Department:

Sales

Reports To:

National Sales Manager

Location:

Johannesburg

Job Summary:

The Administrative Assistant to the National Sales Manager provides high-level administrative support to ensure the smooth and efficient operation of the national sales function. This role requires strong organizational skills, attention to detail, and the ability to multitask in a fast-paced environment. The ideal candidate will serve as a liaison between the sales team and other departments, manage schedules, assist in reporting and data analysis, and contribute to the overall effectiveness of the sales function.

Key Responsibilities:

- Manage and maintain the National Sales Manager's calendar, appointments, meetings, and travel arrangements.
- Prepare and format sales reports, presentations, and correspondence.
- Assist in compiling and analyzing sales data for internal reporting.
- Coordinate meetings, conferences, and events, including logistics, agendas, and follow-ups.
- Serve as a point of contact between the National Sales Manager, the sales team, and other departments.
- Track and manage key sales initiatives and deadlines.
- Maintain sales records and ensure accuracy of databases and CRM entries.

JHB: 1 Heaton Lane, LongLake Ext. 19, Modderfontein, Gauteng | **tel:** +27-11-040-5900

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CT: 37 Eagle St, Okavango Park, Brackenfell, Cape Town | **tel:** +27-21-271-0287

PE: 134 Burman Rd, Deal Party, Port Elizabeth | **tel:** +27-41-271-0071

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Directors: Ryan Ferreira CA(SA), Michael Piper, Damien Westerman CA(SA), Chris Seabrooke

- Process expense reports, purchase orders, and other administrative documents.
- Assist with onboarding and coordination for new sales team members.
- Perform general office duties including filing, scanning, and managing communications.

Qualifications:

- Proven experience as an administrative assistant or similar role.
- Prior experience in a sales environment preferred.
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook); experience with CRM systems (e.g., SAGE) is an asset.
- Strong organizational and time management skills.
- Excellent communication and interpersonal abilities.
- High level of discretion and confidentiality.

Education & Experience:

- Associate's or Bachelor's degree in Business Administration or related field preferred.

3+ years of relevant administrative experience.