

**Job Title:**

Tele Sales &amp; Administrative Clerk

**Location:**

Brackenfell, Cape Town

**Job Type:**

Full-Time

07:30 to 16h30; Monday to Friday

---

**Job Summary:**

We are looking for a motivated and detail-oriented **Tele Sales and Admin Clerk** to join our team. This dual-role position is ideal for someone who enjoys engaging with customers over the phone while also being highly organized and capable of handling a variety of administrative tasks. The successful candidate will play a vital role in supporting both sales efforts and back-office operations.

---

**Key Responsibilities:****Tele Sales Duties:**

- Make outbound calls to prospective and existing clients.
- Build rapport with potential and existing clients to drive engagement and sales.
- Handle inbound customer enquiries in a professional and friendly manner.
- Achieve individual call targets.
- Promote products or services and generate sales leads.

**Administrative Duties:**

- File, scan, and organize documents as needed.
- Provide general clerical and operational support to other departments.
- Manage and update internal databases, records, and documents.
- Prepare and format reports, letters, and communications.
- Assist with invoicing, credit notes, order processing, and customer account maintenance.
- Handle email correspondence.

---

**Person Specification:****Essential:**

- Experience in a tele sales, customer service, or clerical role.
- Excellent communication and telephone handling skills.
- Confident telephone manner and persuasive communication style.
- Proficiency in Microsoft Office (Word, Excel, Outlook).
- Highly organized with strong attention to detail and data accuracy.
- Friendly, confident, and professional attitude.
- Strong verbal and written communication skills.
- Ability to work independently and prioritize tasks effectively.
- Self-motivated and target-driven.

**JHB:** 1 Heaton Lane, LongLake Ext. 19, Modderfontein, Gauteng | **tel:** +27-11-040-5900**DBN:** Unit W005B Mahogany Ridge Industrial Park, 30 Goodwood Road, Pinetown, Kwa-Zulu Natal | **tel:** +27-31-467-4541**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

**Desirable:**

- Background in sales administration and/or order processing.
- Familiarity with basic invoicing & credits notes.
- Familiarity with Sage.
- Knowledge of the Pet industry.

---

**Working Conditions:**

- On-site, Mondays to Fridays
  - Standard office hours 07:30 to 16:30.
- 

**Please send CV's to [klaus@valemount.co.za](mailto:klaus@valemount.co.za)**

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

**DBN:** Unit W005B Mahogany Ridge Industrial Park, 30 Goodwood Road, Pinetown, Kwa-Zulu Natal | **tel:** +27-31-467-4541

**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

**[www.valemount.co.za](http://www.valemount.co.za)**

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