



VACANCY

A Commercial Assistant opportunity has become available within the Sales & Marketing Department.

Suitable candidates must have the following requirements:

- Minimum qualification: Diploma in Marketing or Equivalent.
- Minimum 5 years planning and operations experience.
- Strong administration and communication skills.
- Must be able to work under pressure.
- Ability to multi-task
- Paying attention to detail.
- Sound organisational skills
- QX (Quality Exports program) advantage

Primary Purpose of the Role:

Provide support to the marketing department. i.e., administration, operations, logistics and management.

Duties & Responsibilities:

- Management and reconciliation of stock
- Management of the team's diaries
- Updates and maintains marketing statistics
- Updates and maintains pack instructions
- Prepares and updates shipping report
- Prepares documentation for shipping containers
- Processes commercial invoices and packing lists
- Updates financial figures for actual vs budget variance analysis
- Allocates revenue per client
- Reviews debtors
- Raises requisitions
- Forwards invoices for payment to creditors
- Captures Frudata information
- Commercial assistance – locally and export
- Packaging support and order management
- New projects – Online admin support/JUMP juice exports

Interested candidates should send their CV's to HRAdmin@schoonbee.co.za, quoting the position, they are applying for, by no later than Tuesday, 16 January 2024.