

Job Title

Exports Administrator

Salary

R222 000

Job Description

Assist the Export Sales Manager in all export and abroad sales obligations
Assist with Market Research and Compliance: monitor market and dairy legislation on a permanent basis; etc.

Export selling: setting up promotional grids and assisting agents on orders for upcoming promotions; administrative assistance on various trade agreements and prices per retailer/ agent/ country; etc.

Merchandising and Marketing: assist trade merchandising marketers on product information in various countries; compiling sales and price data in various countries; etc.

Operations and Logistics: follow up on Export paperwork and timelines for deliveries; communication of, and managing deliveries through liaising between clients, agents and the factory; etc.

Coordinating services for successful export selling: choosing service providers; insuring administration of operations; etc.

Manage relations and contacts in different contexts and cultures: producing messages integrating socio-cultural elements; etc

Skills Required

Relevant Degree / Diploma in Economics or Foreign Trade

1 -2 years' relevant export experience within an FMCG environment

2 years' relevant sales and customers services experience within an FMCG environment

Computer skills (Office, Excel, PowerPoint)