



Farm Fresh. Always

Fruitways is an agri-business that specialises in the growing, packing and marketing of apples and pears to retailers, traders and wholesalers around the globe.

SALES ADMINISTRATOR

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Reporting to the Programme Manager, you will work at the **Fruitways Marketing Office** in **Somerset West** and provide administrative support to the sales team. The ideal candidate needs to be a self-disciplined individual who is focused on producing high quality, detailed-orientated work.

Responsibilities:

- Allocate stock according to programme/or customer orders
- Provide the logistics team and packing operations with loading instructions
- Update and maintain various programme and customer sheets
- Assist with weekly industry declarations
- Provide support to the larger Sales Administration team

Requirements:

- A tertiary qualification or 2 years administration experience in the fruit industry
- Knowledge of QX system will be advantageous
- Ability to maintain complete and accurate records in a fast pace environment
- Computer literacy
- Professional written and verbal communication skills.

Please register your CV and apply online by clicking on the following link:

<https://fruitways.applytojob.com/apply/C6vDOIY9We/Sales-Administrator>

recruitment@fruitways.co.za for internal applicants only.

Applications closing **Friday, 26 November 2021**