



Job Title: Steel Sales Support Specialist
Company: [Steelco](#)
Location: 15 Sheffield Road, Pietermaritzburg
Type: Full-Time 7:00 – 16:30 (with the expectation to be flexible when needed)

- ❖ Steelco, a leading player in the Pietermaritzburg market, is looking for an organised and efficient Sales Support Specialist to provide a support function to the external sales reps and ensure that their customers are attended to as well attend to incoming calls and walk-in clients in busy periods.
- ❖ If you have experience in the steel industry, knowledge of steel products, a passion operational efficiency, and a commitment to providing exceptional customer service, we want to hear from you.
- ❖ We're offering a competitive salary in line with experience and the opportunity to progress at Steelco.

Job Description:

Reporting to the Head of Operations and Procurement, the Sales Support Specialist will enhance the sales team's efficiency. Core tasks will be to assist external sales reps with quotes and office admin to ensure exceptional customer service, managing incoming calls and order taking and assisting walk-in clients during peak times.

Non – Negotiable Requirements and Skills:

- A minimum of 2 years' experience in the Steel industry
- Basic knowledge of Steel products
- Excellent organisational skills
- Sales experience is advantageous

Duties Include:

1. Receiving calls
2. Processing quotations and invoices
3. Attending to rep emails (while out the office)
4. Attending to customer queries

5. Organising collections & deliveries
6. Placing buy-out orders with suppliers & doing follow-ups
7. Providing a schedule for the upcoming week, listing customers to be visited by the reps
8. Weekly feedback report from external reps on clients visited

Additional Duties:

1. Receipting of all buy-out orders
2. Trade reference checks for new accounts
3. Assist customers in completing credit application forms and gathering required documentation
4. Preparing regular sales reports for management
5. Preparing documentation for customer credits and maintaining record keeping
6. Assist with stocktakes and other company matters that may arise
7. General admin duties

Why Join Steelco:

1. A Competitive salary and the opportunity to progress your career.
2. The opportunity for growth and development.
3. A fast-paced environment.
4. The chance to work with a dynamic and dedicated team.
5. The opportunity to make a meaningful impact in a well-established company.

If you meet and exceed the qualifications and requirements listed above and are ready to take the next step in your sales career, we encourage you to apply.

Process to apply:

The following instructions must be followed. All applications which do not do so, will be rejected immediately.

Send your CV (no longer than 2 pages) as an attachment (either Word or PDF format) to recruitment@steelco.co.za

Subject Line: **Steel Sales Support Specialist + your name**

Steelco is an equal opportunity employer, and we value diversity and inclusion in our workplace. We look forward to reviewing your application and welcoming a new Sales Exec to our team!