



Technovation

Specialized to succeed

Head of Sales Administration

General Information

ITEM	
Appointment Type	Permanent
Starting Date	1 May 2022
Location	Wellington, Western Cape, South Africa
Remuneration	Negotiable depending on experience
Own Transport	Required
Travel Requirement	Limited

Company Description

We are a leading AgTech business that operates throughout selected international markets as part of a global group of Agri Technovation (AT) companies. As a fast-growing business, we are looking to expand our team with suitably qualified and experienced candidate/s looking for an opportunity to become part of our company and all it has to offer.

Science-based plant and soil health and nutrition is at the root of everything we do. Through our dynamic service offering (precision services, products and the use of our cloud-based data platform that supports informed decision making), we assist producers to increase their crop yields while reducing production costs. Our clients enjoy the benefit of one centralised access point for services, products and high-tech support. We also offer unique services to our clients, including MYSOIL CLASSIFICATION™, ITEST™ CARBOHYDRATES (first of its kind commercially available) and PICKLOGGER™, which offerings set us apart from our competitors.

A highly experienced leadership team drives the business with an acute ability to guide, inspire and lead all team members, ensuring strong focus on our mission - to create the most valuable synergy between crop performance and technology to all farmers.

We are immensely proud of what we have achieved so far and look forward to what's to come – new challenges, new solutions, more innovation.

Job Description

We are looking for an experienced Head of Administration to manage a significant sales administration team to ensure successful execution of a range of administrative duties of our products and services.

Main Responsibilities

- Consignment inventory management
- Maintain sales records and compile monthly sales reports
- Manage purchase orders and invoices
- Verify orders
- Manage administrative budgets
- Oversee daily operations and monitor the sales administration team's performance
- Updating and recordkeeping of sales administration lists

Skills and Capabilities

- Meticulous attention to detail
- Exceptional communication skills and interpersonal skills
- Excellent leadership skills
- Strong business acumen skills and value chain knowledge
- Reliable and self-motivated
- Organized
- Responsible
- Good problem-solving capabilities.
- Ability to perform high standards under pressure.

Minimum Requirements

Qualifications

- Relevant administration qualification

Experience

- Minimum 5 years management experience
- Experience with EVO, or any other relevant ERP system
- Proficient in MS Office

Application

ITEM	DETAIL
Application Deadline	As soon as possible
Required Documents	Curriculum Vitae, copies of Qualifications, Cover Letter (by email)
Contact Details	www.agritechnovation.co.za careers@agritechnovation.com