

JOB DESCRIPTION

COMMERCIAL ADMIN ASSISTANT



We are searching for a **Commercial Admin Assistant** to join the **Business Development** team based in **Rosebank, Johannesburg**. The main purpose of the role is to support the Business Development Manager in performing his duties for the Commercial department. The suitable candidate must have a degree/diploma in logistics or relevant qualification.

Commercial Admin Assistant – BUSINESS DEVELOPMENT (ROSEBANK, JOHANNESBURG)

MINIMUM ESSENTIAL QUALIFICATIONS:

- Matric
- Degree/Diploma in logistics or relevant qualification
- Basic MS Office, MS Excel and MS Word
- Communicate effectively in English
- Previous experience within the rail/transport industries (advantageous)

SKILLS AND ATTRIBUTES:

- Administration skills
- Effective communication skills
- Thorough and pays attention to detail
- Ability to handle a multitude of tasks and responsibilities
- Willing to learn and grow within the organization
- Ambitious self-starter who can work independently with minimal supervision
- Sensitivity and understanding

KEY ROLES AND RESPONSIBILITIES

- Administration of Tender processes (end-to-end)
- Monitor upcoming Contract Price Adjustments and calculate based on predetermined indices
- Assist with costing and quoting opportunities as-and-when required
- Compiling presentations, reports required for proposals
- Perform monthly updates to relevant documents
- Supporting other departments (e.g. Marketing, Training, Finance etc.)
- Market research



APPLICATION:

Deadline of submission: 28 February 2023

Applications that meet the above-mentioned criteria can be emailed to adminassistant@traxtion.africa