

SALES ADMINISTRATOR POSITION

- Searching for leads / new business and tenders for Corporate Garden Maintenance and landscaping
- Adding leads to CRM database and scheduling for calling
- Calling for business for both maintenance and landscaping
- Sending out company information to prospective clients
- Setting up appointments for sales reps for maintenance
- Following up with the reps after appointments to ensure the information is timeously received
- Costing's for maintenance quotations
- Costing's for tenders
- Sending out maintenance quotations
- Printing out quotations and all relevant documents for quotations for hand delivery, binding together and placing in landscaping brochure
- Following up on the quotations to see if a decision has been made
- Assisting with answering the phones when short-staffed
- Filling out all pricing on tender documentation
- Assisting the Head Bid co-ordinator with tenders when required
- Assisting Landscaping Director with landscaping tenders
- Key word search to see where the company features on Google
- Assisting Directors with documentation required for RFI's / vendor registrations / updates
- Assisting Directors with costing's and re-costing's of new and / or existing sites
- Credit applications and supplier registration documents for other Divisions (FSG Cleaning / Hygiene)
- Arranging Tender Briefing attendance.
- Preparation and finalisation of layouts for tender submissions.
- Assist the sales teams to deliver new business and targets through effective tendering and bidding across all sectors.
- Assist with the production and submission of creative yet compliant bids and (re)tenders that clearly state and sell defined product models and business solutions.
- Arrange delivery of tenders timeously.
- Maintain a library of current & accurate corporate information for inclusion in bids and (re)tenders.
- Gather and maintain supporting information for inclusion in bids and (re)tenders to evidence experience, effectiveness and capabilities.
- Preparation, formatting of proposals, agreements, and presentations when necessary.
- Research and prepare capability content where appropriate.
- To obtain and co-ordinate all resources as necessary to respond to the opportunity.
- Keep a register of all tenders submitted.
- Follow up on tenders after they've been submitted.
- Submission of tenders, proposals and presentations.

Please send CV to Jackie@fsgroup.co.za