

PASSION TO INNOVATE | POWER TO CHANGE

EXPORT SALES ADMINISTRATOR

YOUR TASKS AND RESPONSIBILITIES

Ensure efficiency in Bayer's Export Logistics System and ensuring accountability for all company resources Administer all export sales activities for all export products of the organization which includes customer order processing, liaising with production and buying departments, to follow up on order progress, all export procedures including the planning and coordinating the international shipment of goods.

Attending to export enquiries and quotations as requested by customers
Obtaining Freight Forwarding quotations in accordance with relevant Work Instructions
General follow up on Export enquiries and quotations
Receive and process orders from export customers
Expedition of export orders and integration of all internal and external logistics functions
Prepare export documentation, i.e. commercial invoices, packing lists, certificates of origin etc
Prepare Pre-shipment Inspections where necessary.
Create and control all export documentation in accordance with relevant Work Instruction
Proficient in doing tenders and quotations
Assist in the logistics functions
Following up with any tenders and quotations issued
Prepare necessary export documentation for all consignments.
Arrange details of shipments with forwarders, carriers as necessary for exports.
Reconciling statements and invoices from courier companies.
Filing of Invoices/delivery schedules, delivery schedules, collections
Stock follow-up and availability
Planning

Application Period

12 January 2021 – 26 January 2021

Reference Code

EXPRT/SLS/ADMN/JAN/21

Division

Crop Science

Company

Bayer (Pty) Ltd

Department

Supply Chain

Location

Isando

Functional Area

Customer Service

Position Grade

E12

Employment Type

Permanent

Work Time

Regular



General export sales and admin duties
Prepare Reports for Commercial and maintain KPI reports tracking.
Ensure consistent application of export, SARB & customs regulations
Execution of tender orders – end-to-end
Processing of Letters of credit
Processing of insurance for DSV export orders

WHO YOU ARE

Experience & Qualifications

TERTIARY

National Senior Certificate
A qualification in Exports Administration will be advantageous

KNOWLEDGE

SAP: excellent knowledge especially of Material Requirements Planning, order processing (Materials forecast & MRP), pricing maintenance, pricing conditions
Knowledge on export controls relates SARB, SARS & customs and Excise is essential
Advanced ability in MS Excel an advantage

SKILLS

Excellent computer literacy (MS Excel & SAP)
Good communication and interaction skills
Must be able to work under pressure
Attention to detail
Strong numerical abilities
Report writing and coordination skills

EXPERIENCE

Minimum of 5 years relevant experience in an equivalent position or similar position

PERSONAL CHARACTERISTICS

Ability to prioritize
Good interpersonal skills
Consistent
Independent
Able to manage stress,
Honest, reliable
Proactivity
Excellent communication skills
Excellent organizational skills



CONTACT US

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