



25th September 2026

WearCheck Vacancy: Sales Administration Coordinator
Based at Westway Office Park, Westville, KZN

The Sales Administration Coordinator will be responsible for providing administrative support to the Sales and Marketing functions, coordinating customer quotations, orders and invoicing, managing vendor registrations and tender submissions, administering customer surveys and feedback systems, and ensuring the efficient execution of a wide range of customer-facing administrative processes.

Minimum Educational Requirements:

- Completed Matric / Grade 12.
- A tertiary qualification in Business Administration, Sales Administration, Marketing, or a related field would be advantageous.

Minimum Experience:

- Experience in administrative support, sales administration, customer service, tender administration, or a related role.
- Experience in working with customer vendor portals, procurement systems, quotations and invoicing would be advantageous.

Additional Experience, Skills and Personal Qualities:

- Excellent organisational and administrative skills.
- Strong attention to detail and accuracy.
- Ability to manage multiple tasks and meet deadlines.
- Strong written and verbal communication skills.
- Professional and customer-focused approach.
- Ability to work independently and as part of a team.
- Sound computer literacy and proficiency in Microsoft Office applications.

Key Responsibilities

Sales & Regional Support

- Sales Administration: Prepare, process, and issue accurate customer quotations, invoices, and orders timeously.
- Regional Sales Support: Assist sales representatives by generating quotations, pro-forma invoices, and managing delivery notes for the Debtors Department.
- Credit Applications: Complete customer credit application documentation and compile all necessary supporting files.

Tender & Vendor Management

- Tender Administration: Monitor procurement portals, identify opportunities, compile all supporting documentation, coordinate internal approvals, and ensure submissions are completed before deadlines. Maintain a register of submitted tenders and submission outcomes.
- Vendor Administration: Register and maintain company profiles on customer procurement portals. Perform monthly reviews and updates of vendor portal information to ensure compliance and accuracy.



Customer Feedback & Annual Survey

- Customer Satisfaction Survey: Prepare and coordinate the annual customer satisfaction survey, distribute the survey to customers, track responses, capture survey responses into the customer survey database, investigate customer queries and complaints, raise appropriate corrective actions and distribute to the relevant HOD's. Provide weekly survey progress to relevant parties. Compile the final report and distribute to relevant parties.
- Feedback Management: Monitor incoming customer feedback, route issues to relevant departments, resolve complaints, and maintain accurate tracking logs. Produce regular feedback reports and trend analyses to support continuous improvement initiatives.

General & Departmental Administration

- Email & Communication: Manage daily email correspondence professionally, routing internal and external enquiries to the relevant departments.
- Training Support: Assist Technical Manager with preparation and distribution of training manuals. Prepare, and distribute training certificates to delegates on completion of training.
- Corporate Logs: Maintain the company telephone directory and organisational charts (Organogram).
- Office Support: Provide ad-hoc administrative support to the Sales and Marketing departments. Maintain accurate electronic and hard-copy filing systems. Perform additional administrative duties as requested by Management.

Availability: The successful candidate must be able to start in their position as soon as possible.

Only CV's sent to savacancy@wearcheck.co.za will be considered. Kindly state: **Sales Administration Coordinator** in the subject line

Applications close on 5th October 2026

The appointment of the successful candidate is subject to the verification of all their credentials (educational, financial, criminal and any other checks as may be necessary). Please note that only shortlisted candidates will be contacted. If you have not received a reply by 19th October 2026, please consider your application unsuccessful.