



VACANCY – FINANCE DEPARTMENT

SALES ADMINISTRATOR

Henley Air Technical (HAT) provides specialised helicopter maintenance services. The company is conveniently located within the main operating base of Henley Group Holdings at Rand Airport and boasts some of the highest qualified and licensed aircraft maintenance engineers in South Africa.

SALES ADMINISTRATOR: R150,000 p.a (NEGOTIABLE)

Job Description:

We are looking for a young candidate to help us grow in the financial sphere of aviation, to start out as a sales administrative, reporting directly to their respective senior. A driven individual who is goal orientated and has the ability to work under pressure and meet strict deadlines. We are a close-knit team, and we are looking to appoint a well-presented, professional team player in the finance department.

Principal Accountabilities:

- Sales Administrator
- Prepare and issue customer quotations, follow up on sales orders, and delivery instructions with accuracy and efficiency.
- Maintain an up-to-date sales database, including pricing, customer details, and sales history.
- Assist the team in preparing customer proposals, tenders, and presentations.
- Coordinate with logistics and operations to track deliveries and resolve service issues.
- Generate weekly and monthly sales and customer activity reports.
- Customer Relationship Support
- Serve as a point of contact for routine customer communications, queries, and account updates.
- Assist with onboarding new customers and ensuring all compliance documentation is in place.
- Follow up on quotations, outstanding payments, and order confirmations.
- Ensure customers receive consistent, professional, and timely service.
- Liaise with internal departments to ensure alignment on pricing, delivery, and account status.

Minimum requirements:

- Matric — (experience in the sales or accounting field will be advantageous)
- Well skilled in Microsoft Office suite especially Microsoft Excel
- English - Business proficient

Our ideal candidate should demonstrate the following behavioural competencies and skill sets:

- Clear and professional communication skills with clients and colleagues on various platforms.
- Time-management and multi-tasking abilities.
- Problem-solving skills and ability to adapt in an ever-changing environment.
- Very strong administrative and work precision.
- Results orientated - has track record for delivering results, takes ownership and is accountable for tasks

Visit our website at www.henleyair.co.za to familiarise yourself with the services and values of our business. Should you feel confident that you adhere to the minimum requirements and can be a valuable asset to our dynamic team, you are invited to submit a copy of your CV and relevant supporting documentation (ie. Registration certificates, education certificates etc, to hr@henleyair.co.za as soon as possible.

CLOSING DATE FOR APPLICATIONS: 15 September 2024

Please email a detailed CV and copies of all certifications including AME License/s to: hr@henleyair.co.za

- Only suitably qualified persons will be considered
- Successful candidates will be invited for an interview and must be willing to undergo a competency profiling assessment
- If you do not hear from us within 7 days after submitting your CV, please consider your application as unsuccessful