



OTTOBAUTHENTIC

Let's Talk... we're looking for:

Sales Assistant (FMCG/Pharma)

Parktown, JHB

SALARY: Neg.

ROLE/JOB DESCRIPTION:

- ⑧ To support commercial performance and operational efficiency by maintaining accurate and timely sales data, developing actionable tracking tools for key retail metrics, and ensuring system updates and stakeholder follow-ups are consistently executed across FMCG retail accounts.

RESPONSIBILITIES:

- ⑧ Sales Operations & Reporting
- ⑧ Promotional & Campaign Support
- ⑧ Customer On-boarding & Compliance Support
- ⑧ Business Review & Performance Consolidation
- ⑧ Budget & Claims Management
- ⑧ General Administrative Duties

EDUCATION/EXPERIENCE:

- ⑧ Diploma or bachelor's degree in business administration
- ⑧ BCom degree would be advantageous
- ⑧ FMCG personal care /retail and independent wholesalers incl. buying groups experience
- ⑧ 3-5 years' experience in a FMCG Consumer business would be ideal. Candidates with less experience will be considered
- ⑧ Experience as a Sales Assistant in a pharmaceutical company within the consumer division
- ⑧ Highly computer literate with advanced knowledge in Microsoft Word, Excel, PowerPoint, Outlook, and Paste
- ⑧ Project tracking, data analysis, and collaboration across teams. Experience in building dashboards, creating automated workflows, and maintaining data integrity is essential
- ⑧ Strong organizational and time management skills
- ⑧ Excellent attention to detail and performance-driven mindset
- ⑧ Strong interpersonal and communication skills
- ⑧ Financial acumen and ability to manage budgets and claims effectively

Kindly note: If you have not heard from us within 14 working days, your application was unsuccessful

FULL JOB SPEC AVAILABLE FOR YOUR PERUSAL

How to Apply: Please submit your resume to: elsa@ottobauthentic.co.za and use the job title as the subject