

Position Available

Job Holder	
Job title	Financial Assistant (Invoicing & Sales)
Business unit	Homemed – Finance & Administration
Geographic location	Irene, Pretoria
Name & title of direct line manager	Ilse Britz – National Business Unit Manager
Number of immediate subordinates / reportees	None

Main Purpose of Job
<ul style="list-style-type: none">• Sales, orders & invoicing:<ul style="list-style-type: none">– Invoicing of orders on a daily basis– Maintaining e-mail orders and orders@homemed.co.za address– Invoicing “sample stock” to sales representatives and customers on a weekly basis– Filing of orders on a daily basis– Ensuring customer information and prices are correct on Sage, at all times– Dealing with customer account related enquiries for all Homemed Products– Follow up on quotations– Handling the toll free number calls and customer enquiries– Responding to website enquiries on a daily basis– Retrieving reports on sales on a daily basis, for Management• Administration:<ul style="list-style-type: none">– Assist with office administration – travel arrangements, stationery, telephone calls, etc, or any other duties as requested by Management– Set up & cancellation of meetings on request– Distributing advertising material between sales representatives & agencies– Assist sales team in providing documentation & information to clients– Acquisition of NAPPI codes from Medikredit– Communicate price increase, price decrease and product discontinuation to customers and Medikredit– Updating stock reports– Assist with building Powerpoint slide presentations, as needed

Minimum Requirements
<p><u>EDUCATION</u></p> <ul style="list-style-type: none">• Minimum matric• Post Matric degree or Accounting diploma advantageous• Evidence of experience in Account Administration• 2-5 years’ experience in a similar role would be advantageous

SKILLS REQUIRED

Essential:

- Bilingual
- Proficient in Microsoft Office suite (Excel, Word, etc.), Including advanced Accounting Packages
- Advanced sales analysis and record keeping

Desirable:

- Experience in a similar position, industry and/or devices
- Experience in dealing with pharmaceutical wholesalers

BEHAVIOURAL QUALITIES REQUIRED

- Attention to detail
- Organisational awareness
- Disciplined
- Assertive
- Good interpersonal skills
- Self-motivated

Application:

If this role is of interest to you, please email your CV to liezel@clinigen.co.za.

Closing date for applications will be 14 March 2022.