



Auto World South Africa (Pty) Ltd

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Johannesburg, South Africa

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## JOB DESCRIPTION

Job Title: Internal Sales Administrator  
Location: Johannesburg, Durban, Cape Town, Bloemfontein, Pretoria, Polokwane  
Company: Auto World South Africa (Pty) Ltd  
Reporting to: Head of Marketing & Sales

### About Us:

Auto World South Africa (Pty) Ltd is an importer and marketer of a basket of premium automotive aftermarket brands, offering a range of high-quality products to automotive consumers that include professional repair shops, fitment centres or DIY mechanics through a network of wholesalers and retailers. We take pride in delivering solutions that meet the needs of the automotive industry. As part of our ongoing growth, we are seeking a motivated and dynamic Internal Sales Administrator to join our team.

### Position Overview:

As an Internal Sales Administrator at Auto World South Africa, you will be a vital link between our sales team and customers, including those in export markets. Your role will involve providing administrative and customer support to ensure the smooth flow of orders, inquiries, and export-related tasks. The successful candidate will have experience in export administration, exceptional organizational skills, and the ability to manage the sales process efficiently.

### Key Responsibilities:

- **Export Documentation:** Handle all aspects of export documentation, including preparing invoices, packing lists, certificates of origin, and customs documents in compliance with international regulations.
- **Order Processing:** Receive and process customer orders, ensuring accuracy and completeness. Coordinate with relevant departments to ensure timely order fulfilment.
- **Customer Communication:** Act as a point of contact for customers, addressing inquiries, providing information on products and services, and resolving issues promptly and professionally.
- **Shipping and Logistics:** Coordinate with logistics partners and shipping companies to arrange the transportation of goods for export, tracking shipments, and updating customers on delivery timelines.
- **Inventory Management:** Maintain accurate records of product availability and stock levels. Assist in managing inventory to meet customer demands.
- **Sales Support:** Provide essential support to the sales team, including generating sales reports, tracking customer interactions, and managing sales-related documentation.
- **Compliance:** Ensure compliance with export regulations, trade laws, and export controls, staying up to date on changes and requirements.

- **Quality Assurance:** Check orders for accuracy, ensuring that the correct products are shipped, and that documentation is complete and compliant.
- **Administrative Tasks:** Assist with general administrative tasks, including filing, data entry, and maintaining sales records.
- **Team Collaboration:** Collaborate closely with the sales team, shipping department, and other relevant teams to ensure the smooth flow of export-related operations.

#### **Qualifications & Requirements:**

- Proven experience as an Internal Sales Administrator or in a similar role, with a focus on export administrative tasks.
- Strong knowledge of export documentation requirements and procedures.
- Excellent communication and interpersonal skills.
- Proficiency in export-related software and tools.
- Strong attention to detail and organizational skills.
- Familiarity with automotive aftermarket products and brands is a plus.
- Minimum of a Matric Certificate or a relevant post graduate degree is preferred. Exceptional candidates without a formal degree will also be considered.

#### **Benefits:**

Competitive compensation package, including base salary and potential for bonuses.

Health and retirement benefits.

Ongoing training and professional development opportunities.

#### **How to Apply:**

If you are a results-oriented and passionate sales professional with a deep understanding of the automotive aftermarket industry, we encourage you to apply for this exciting opportunity. Please send your resume and a cover letter detailing your relevant experience to [HR@autoworldsa.com](mailto:HR@autoworldsa.com) or visit [www.autoworldsa.com/careers](http://www.autoworldsa.com/careers)

Auto World South Africa (Pty) Ltd is an equal opportunity employer and welcomes candidates of all backgrounds to apply. We look forward to hearing from you and potentially having you as a valuable addition to our team.