



Shell Recruitment

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## Office Manager

Our client has carved out a solid reputation in the refrigeration and air-conditioning industry. With branches countrywide, they service the whole of Southern Africa. We are recruiting for an organised and driven Office Manager to lead the administration and logistics for their Mpumalanga branch.

### REQUIREMENTS:

- Minimum 5 years' experience in a technical / engineering industry preferred
- Managerial experience beneficial
- Having a technical sales background is preferred
- Matric - non negotiable

### COMPETENCIES:

- Multi-Tasking
- Attention to detail
- Rule-Following
- Dependability
- Open and Honest
- Willingness to learn
- Good All Rounder

### A-PLAYER CHARACTERISTICS:

- Take ownership
- Efficient & effective
- Problem Solver
- Organised
- Driven
- Team player

### REPORTING TO:

- Retail Manager

### SKILLS AND KNOWLEDGE:

- Technical product knowledge (preferably refrigeration or air-conditioning)
- Intermediate MS Office
- Proficient Excel skills
- Proficient Interpersonal skills
- Active listening skills
- Networking
- Customer service

### RESPONSIBILITIES:

- Create, improve and implement processes and systems to ensure the branch runs smoothly and efficiently
- Analyse product sales to match interbranch stock movement and be responsible for the entire inventory control.
- Review and report on the item group sales performance to the Sales Manager
- Lead the inbound and outbound logistics for the branch.

To apply e-mail your CV to [jobs@shellrecruitment.co.za](mailto:jobs@shellrecruitment.co.za) using the reference: AIRMAN