Shell Recruitment

apply@shellrecuitment.co.za

COMMERCIAL ADMINISTRATION & OPERATIONS COORDINATOR

A newly established group of companies is seeking an organised, detail-focused administrator to manage client and supplier documentation and support the day-to-day operations of its Cleaning Services division.

Role purpose
Coordinate the administrative and operational backbone of our client so that quotations, orders, suppliers, client documentation, service delivery and reporting remain controlled as the division grows.

Key responsibilities

- Coordinate client and supplier documentation, quotations, purchase orders and service records.
- Maintain the Commercial Master Dashboard and operational trackers.
- Support order processing, scheduling and handover between sales, suppliers and operations.
- Maintain supplier records, pricing files and supporting commercial documentation.
- Coordinate invoice-support documentation and assist with debtor follow-up.
- Track client requests, service issues and outstanding actions.
- Prepare weekly operational and commercial reports.
- Maintain filing, contract records and document-control standards.
- Support stock/supply coordination where applicable.
- Escalate delivery, supplier, pricing or client issues promptly.

Minimum qualifications

- Matric essential.
- Business Administration, Operations, Supply Chain, Finance or related qualification advantageous.

Experiential requirements

- Minimum 3 years' commercial administration/operations coordination experience preferred.
- Experience supporting quotations, POs, suppliers, client orders and operational reporting.
- Strong Excel and document-control capability.
- Experience in cleaning, facilities, consumables, distribution or service operations advantageous.
- Strong coordination, follow-through and deadline management.

To apply email your CV to apply@shellrecruitment.co.za using the reference: CAOC