

Site Administrator – Atlantis

Introduction:

The Site Administrator will organise resources, third-party providers, distribution and products for projects on behalf of the Sales Team. The individual needs to ensure projects are executed to a high standard, to improve awareness of the brand, increase customer satisfaction and loyalty and boost the company's reputations.

Role and Responsibilities:

- Communicating with sales staff, factory and clients about the project, event or campaign expectations and goals
- Collaborating with sales, clients, and employees
- Delegating tasks to appropriate team members
- Managing deadlines and progress across the team to ensure the project is delivered on time
- Organising third-party providers and vendors to deliver products
- Overseeing the delivery of projects and adjusting as necessary with the sales team to ensure products and services are delivered to specifications and high standards
- Collecting and analyzing feedback from customers to gauge satisfaction and success.

Desired Experience and Qualifications:

- Grade 12 with building/ Construction sales qualifications
- 3 - 5 years' experience in the sales of building/construction materials
- Verbal and written communication for understanding project requirements and explaining these needs to employees and third-party providers
- Attention to detail to ensure all specifications are met
- Problem-solving abilities to correct any challenges or inefficiencies for the best results
- Decisiveness and good judgment to address pressing project matters when time is limited
- Organisation and time management to manage multiple tasks, sometimes for multiple projects, at once
- Goal setting to set realistic deadlines daily, weekly, monthly, and quarterly progress.

Package and Remuneration:

Market related cost to company package.