

## INTERNAL/EXTERNAL JOB POSTING

**JOB TITLE:** Counter Sales Assistant  
**PATERSEN GRADE:** B3  
**DEPARTMENT:** Sales  
**LOCATION:** Retreat  
**REPORTING TO:** Regional Sales Manager

### PURPOSE OF THE JOB

Responsible for receiving walk in customers and guiding customers through the sales process. Advises customers on product applications and specifications. Doing remote sales of niche products and services within the lumber, board, value added products and building & fencing markets from the Retreat Sales Office.

### QUALIFICATIONS AND EXPERIENCE

#### Minimum Job Requirements:

1. Grade 12 with and 3-5 years applicable experience in the building materials retail environment.
2. The incumbent should preferably have at least 3 to 5 years' experience in Retail Sales.
3. Interpersonal and communication skills
4. Direct customer service
5. Knowledge of the application/correct use of building materials
6. Knowledge of products specifications
7. Planning and organizing skills.
8. Computer Literate
9. Code EB driving license and own transport is required

#### The following experience is preferable:

1. The incumbent should preferably have at least 3 to 5 years' experience in Retail Sales.
2. Knowledge of applicable SABS grading specifications

### Duties and responsibilities

1. Achieve daily budgeted sales targets.
2. Act as the key interface between MTO and the customer to achieve budgeted targets.
3. Working from Retreat, assist with lumber, board, value added products and pole sales.

Tel: +27 21 866 1512

info@mto.co.za  
www.mto.co.za

Private Bag X5024,  
Stellenbosch, 7599

MTO Group | Jonkershoek Valley Road |  
Jonkershoek | Stellenbosch | 7600

MTO Forestry (Pty) Ltd | Company Reg. No: 1994/006586/07

Directors: L L Xate (Chairman), G I Carrihill, H Maharaj, R Sewpersad, C M MacMurray, M J Solomon, X N Nkala (Ms), A Kapp (Mrs)  
Alternates: D O Roberts | Company Secretary: C K Loydall (Mrs)

4. Admin duties – prepare credit notes and maintain sales stats and information per customer and product.

***This appointment will be made strictly in accordance with the Company's Employment Equity Plan. MTO Forestry values diversity and aspires to reflect this in our workplace. We would like to encourage any person with a physical impairment that has the ability to drive to apply for this position. If you do not receive a response from us within 21 working days of the closing date, please be advised that your application was unsuccessful.***

Please apply directly to Freya Bahcic (freya@mto.co.za) with an updated CV as well as copies of qualifications. Any enquiries regarding this position can also be directed to Freya Bahcic. Applications should be received by the close of business on **14 March 2025**.

**For more information about the MTO Group visit: [www.mto.group](http://www.mto.group)**

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