



Data Capturer – Sales Support Assistant

Green Meets Africa (GMA)– a fast paced industry innovator looking for talented individuals that will make the difference within our global standards that drive our quality and value. We are eco-friendly, environmentally focused with a fast-paced attitude that's drives service and market relevance. We are a brand for the future with an African vision.

Greenmouse Africa, an evolutionary division within our core that cares for both the planet and our society. As a household necessity, we deliver quality consumer cell phone and technology advancing accessories, developed, and manufactured from partly recycled materials. Our sustainable and minimal packaging formula supports the future, allows for ease of use and simple yet visible product selection.

Our goal is to be seen in all FMCG outlets across and through Africa. We offer outstanding servicing to our customers, attention to detail with our superb quality products, that is easy on the pocket and available for consumers wherever they may be. If you enjoy excelling and growing within this type of environment, please send us your CV and motivational letter.

The role requires someone who is administratively competent, is driven by attention to detail, who can build and main constructive relationships with clients, suppliers and customers. Good communication skills with internal and external stakeholders within an operational environment is key. Proven workload management and prioritisation skills is required. The ideal candidate needs to be diligent, act with integrity and have a sound stress tolerance. We seek a team player that understands the need to be appropriately assertive.

Core Responsibilities & Accountabilities

- Orders and Invoicing management.
- Loading and overseeing tracking sheets
- Supply/Courier Spreadsheet, waybill and filing Management
- Liaising with Sales agents
- App and Website co-ordination.
- Merchandiser and customers liaison.
- Analysing and development of Merchandising reports
- Client on boarding (Loading and onboarding in Woo Com).

Core Competencies

- Proactive operational and troubleshooting skills.
- Outstanding attention to detail and focus.
- Time management and prioritization skills.
- Strong administrative skills.
- Computer literacy.
- Work well within a team.
- Strong communication skills with staff, clients, and suppliers (verbal and written).
- Ability to handle pressure and meet deadlines
- High work standard.

Greenmouse (Pty) Ltd

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