

## Vacancy Details

*Urban Farmer offers an opportunity to be part of something meaningful.*

### The employer - Urban Farmer (Pty) Ltd

Urban Farmer is a company focused on enabling competitive poultry and livestock production in Africa through the supply of world class products and service. Its vision is to empower farmers to produce affordable, safe and high-quality animal protein in Africa, for Africa.

Urban Farmer is an exciting and growing company. It works with a wide range of customers throughout sub-Saharan Africa, including small-holder farmers and large integrations. It enjoys excellent working relationships with many of the world's leading animal nutrition and health companies.

Urban Farmer is located in South Africa with subsidiary businesses in Zambia, Kenya, Nigeria and Uganda. It employs 25 staff across its sales and marketing, technical, finance and operations divisions.

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### The position – Sales administrator

Job title: Sales administrator  
Reports to: Sales manager  
Preferred start date: 1 June 2022  
Location: Pretoria

### Duties and responsibilities

The sales administrator is responsible for supporting the technical sales team (account managers) in maintaining relationships with Urban Farmer's customers, assisting its account managers with sales activities and technical queries.

The sales administrator will be responsible for processing orders, keeping track of customer information and providing post-sale customer service reports. The sales administrator will be expected to perform administrative duties for the account managers, such as coordinating meetings and organizing weekly/monthly sales reports to present to management.

The sales administrator is required to liaise with other divisions within Urban Farmer and its subsidiaries. The sales administrator must be aware that they are working in a small, multi-disciplinary company and must be prepared to assist in all aspects of day-to-day business when required.

This is an administrative position.

# URBAN FARMER

Formulating Africa's growth



## “Complexity” of the position

The sales administrator is expected to engage with a wide range of stakeholders requiring a “team-player” with high emotional quotient and good communication skills. The sales administrator is expected to meet the requirement for an accurate while dynamic individual with an “eye for detail”. The sales administrator needs to be energetic, self-disciplined, with strong organizational skills and a passion for excellence in pursuit of sales.

## Knowledge and educational level

- Matric of equivalent school level's qualification
- Preferably a tertiary qualification (degree / diploma) in business administration
- Excellent command of English (spoken and written) required
- High level of computer literacy required

## Remuneration

Basic monthly salary:	Negotiable based on level of experience
Vehicle allowance:	No
Medical aid:	No (But the employee is required to be on a medical aid)
Pension / RA:	Yes
Bonus:	13 <sup>th</sup> cheque
Other benefits:	Laptop computer

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## Get in touch

Please send applications (cover letter and curriculum vitae) to [steven.payne@urban-farmer.co.za](mailto:steven.payne@urban-farmer.co.za).

Successful applicants will be invited for a series of interviews.