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## Processing Sales Intern

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**Date:** 07-Dec-2022

**Location:** Johannesburg, ZA

**Company:** Tetra Pak

*At Tetra Pak we commit to making food safe and available, everywhere; and we protect what's good – protecting food, protecting people, and protecting the planet. By doing so we touch millions of people's lives every day. And we need people like you to make it happen.*

### Job Summary

Tetra Pak® South Africa is looking for a self-driven and organized Processing Sales Intern (PERSON WITH A DISABILITY ONLY) for a period of 12 months.

You will support the Processing Plant Sales team daily in the execution of its functions by attending to customer enquiries, the processing of sales quotations, driving administrative tasks and supporting the sales managers in the execution of their duties.

Your key stakeholders will be Processing Sales, Procurement, Communication, Sustainability, Key Accounts, Marketing and Services.

The position is based in Bedfordview, Johannesburg

### What you will do

- Support the processing sales team in the execution of their functions in order that the department can deliver excellent customer service with a high degree of efficiency
- Manage customer enquiries and direct the enquiries to the relevant person/department
- Processing of sales quotations as per the defined quotation processes
- Manage and deliver administrative tasks
- Support the sales managers in the execution of their duties
- Support the team with the scheduling of meetings, and as a liaison with customers as required

### We believe you have

- Curious and a fast learner who is results orientated
- Capable of working independently, with little supervision
- Can work within cross-functional teams and is able to engage with people at all levels
- Fluent in English, both written and spoken
- Have good computer skills and that you are proficient in MS Office (Excel, Word, PowerPoint)
- Adapts well, deals with uncertainty, and is able to make the changes required in order to complete assigned tasks on time
- Treats company resources like their own, adheres to set budget and follows policies and procedures

### We Offer You

- A variety of exciting challenges with ample opportunities for development and training in a truly global landscape
- A culture that pioneers a spirit of innovation where our industry experts drive visible results
- An equal opportunity employment experience that values diversity and inclusion
- Market competitive compensation and benefits with flexible working arrangements

### Apply Now

If you are inspired to be part of our promise to protect what's good; for food, people, and the planet, apply through our careers page at <https://jobs.tetrapak.com/>.

This job posting expires on **21 December 2022**.

If you have any questions about your application, please contact [Sandile Livi via LinkedIn](#).

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