

Postnet Suite 444
Westwood
Dunswart
1508



20 Craig Road
Anderbolt
Boksburg
Tel: 011 894 3031
Fax: 086 627 7229
Email: payroll@twprofile.co.za

(Reg No: 2015/365431/07) (Vat No: 4770142810)

INTERNAL VACANCY: Internal Sales – Estimator/Draughtsman

Please forward your CV to HR before **09 March 2026**.

Only candidates that meet the minimum requirements will be taken into consideration for the position. The ultimate decision-making lies with Management.

Duties & Responsibilities

- Create Job Orders
- Create Purchase Orders
- Develop clear and effective written proposals/quotations for current and prospective customers.
- Resolve queries and assist with Customer Complaints
- Check jobs on the TW systems.
- Send the resolution of customer problems and complaints to Superior.
- Establish, develops and maintains business relationships with current customers and prospective customers in the assigned territory/market segment to generate new business for the organization's products/services.
- Develop clear and effective written proposals/quotations for current and prospective customers.
- Coordinate sales effort with marketing, sales management, accounting, logistics and technical service groups.
- Supply management with oral and written reports on customer needs, problems, interests, competitive activities, and potential for new products and services.

Desired experience & qualifications

- Passed Matric (Grade 12)
- A minimum of 2–3 years of Draughting experience is required.
- Must possess a technical background
- Communication and Computer Literacy – Windows, MS Office Ostendo, Sigma & E-track Proficiency in using Microsoft Office Suite applications and contact management software.
- Demonstrated aptitude for problem-solving ability to determine solutions for customers (consultative sales approach).
- Must be results-orientated and able to work both independently and within a team environment.
- Must possess excellent verbal and written communication skills.