



# Rainbow Fresh Service (Pty) Ltd

Corporate | Guesthouses | Residential Homes

15 October 2015

## ADVERTISEMENT for Rainbow Fresh Service - Sales and General Manager

### Company Background:

The business is a general cleaning services company specialising in office cleaning-, laundry- and car wash services. The entity is based in the industrial area of Paarl (Huguenot), and is ideally located to service factories in the immediate area, as well as guesthouses and restaurants in the bigger Drakenstein area.

### Responsibilities:

1. Ensure optimum functioning and management of the services, in specific marketing and sales.
2. Maintain existing customers and grow new customer base.
3. Manage sales and general administration, optimise processes and systems.
4. Maximise business relationships and create an environment where customer service can flourish.
5. Monitor sales performance, revenue and expense controls to meet agreed targets.
6. Develop marketing plan and sales promotion programme.
7. Plan and implement appraisal system.
8. Motivate and develop staff according to the company's policies and practices to ensure a healthy employee relations environment.
9. Provide high standard of ongoing training for employees.

### Responsibilities (Continue)

10. Manage daily operations.
11. Develop new methods to increase efficiency in all services rendered.
12. Implement and sustain best operating practices and, where required, implement corrective actions.
13. Process accounting records on Syspro.
14. Manage and oversee debtor's control.

### Minimum Requirements:

- Minimum Grade 12
- Experience in the laundry-, office cleaning-, car wash- and/or related professional area
- Experience in team management
- Computer proficient ( Office, Word, Excel, Syspro)
- Self-starter with entrepreneurial abilities
- Valid driver's license

### Reports to:

Board of Directors, Rainbow Fresh Service

**Closing date for applications: 31 October 2015 @ Lucille du Plessis**

***All Applications must include CV with proof of all relevant qualifications, knowledge and experience - no application will be considered without it.***