



# MANTECH ELECTRONICS

INTERNATIONAL COMPONENTS DISTRIBUTOR

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## Product Profiler / Data Capturer

<b>Branch</b>	<b>Johannesburg</b>
<b>JOB POST</b>	<b>Product Profiler / Data Capturer</b>
<b>Reports to</b>	<b>National Sales Manager / Senior Product Profiler</b>
<b>Educational Requirements:</b>	Grade 12 / Matric Electronic Component & Product Knowledge Advantageous.
<b>Skills:</b>	MS Word MS Excel MS Outlook Adobe Photoshop Adobe Illustrator Internet
<b>Attributes:</b>	Excellent Communication Skills Dynamic & Motivated Pays Attention to detail Good time management.
<b>Job Objective:</b>	To Assist in capturing, profiling and maintaining all products required within the inventory system.

### DUTIES AND RESPONSIBILITIES

- Profiling of all aspects of all our products.
- Edit all data & information in our systems.
- Generate / Obtain technical data on all products.
- Generate / Obtain graphics & imagery on all products.
- Monitor & control products & their profiles.
- Monitor Storage & packaging methods.
- Develop and maintain all stationery related to our products, such as labels, bags, boxes, etc...
- Carry out random and specific tests & verifications to ensure correct data & information.
- Liaise as necessary, regarding product information.
- Disseminate new and useful information on an ongoing basis.
- Assist other departments as and when necessary.
- Carry out all other reasonable request.

Only those with all the above skills and attributes will be contacted.

Package Offered:

The basic salary will be commensurate with the salary grading stipulated by the organisation and be subject to the experience of the individual.

Provident Fund, & Medical Aid are offered as a part of the package which will be applied once the probationary period is complete.

Email your cv only to [Email](#) REF: Product Profiler - Web JHB 072011

No faxes will be accepted!

Should your CV be short listed you will be contacted within 72 hours of submitting your CV for an interview.