



Job title: **Internal Technical Sales Administrator**  
Education Level: **National Diploma Engineering: Electronic (NDip, BTech (SAQA ID 62386) or equivalent)**  
Location: **Paarl, South Africa**  
Employment type: **Permanent**  
Salary: **Negotiable**  
Years' experience: **2-5 years' experience in electronics**

Do you have a technical mind but is also strong in administration? Would you like to join a dynamic team competing on the international consumer electronics frontier, but enjoy the benefits of living in the Western Cape? Then this might just be the opportunity you are looking for.

Azoteq is a leading fabless semiconductor company in PAARL, Western Cape who seeks to employ an Internal Technical Sales Administrator with knowledge of electronic components esp. integrated circuits.

We work hard, but we also enjoy a bit of online rivalry in the lunch break or an old-fashioned shoot out over the ping-pong table. Speaking of lunch, we serve home cooked meals everyday to make sure the tummies stay full. No good lunch should go without a good coffee – trained barista's serve up the best cappuccino's in town – delivered right to your desk throughout the day.

#### **Job Description:**

- Coordinate project and documentation activities that involves multiple teams and products at the same time.
- Sales interface to Azoteq's sales & distribution partners;
- Material resource planning & forecasting – Get delivery schedules from clients, communicate to factory and finances for planning purposes and stock ordering;
- Support for sample and evaluation kit requests from Azoteq's distribution partners;
- Assist in generate data pack documentation for new products (BOM, Assembly documents, Test specification, Testplan, Buildplan etc.);
- Testing/QA of production orders;
- You will assist in the preparation, completion and sign-off of documentation designed to support product development, production and the quality system.

#### **Skills Required:**

- Good knowledge of Microsoft Office products and general computer skills to manage meetings, files, mails, documentation, software etc. in a networked environment.
- Knowledge of ISO9001 quality management system.
- Knowledge of electronic components esp. integrated circuits, the packaging it uses, e.g. TSOT23/6, and industry standards related to integrated circuit manufacturing and packaging.

Contact: **Louisa Havenga**  
**Louisa.havenga@azoteq.com**  
Closing date for applications: **31<sup>st</sup> December 2019**

Clearly state in the subject line the application is for the **“Internal Technical Sales Administrator”** position and attach a CV and relevant information to the application.

**About Azoteq**

Azoteq is a fabless semiconductor company founded by Dr. Frederick Bruwer in 1998. The company prides itself in innovation with more than 39 patents issued and filed on the IQ Switch® product range. The R&D headquarters are situated in Paarl, South Africa. Offices in Pretoria, Shenzhen, Shanghai, Hong Kong, Taipei, Singapore, Tokyo, Seoul, Munich and Texas support the marketing, sales and supply chain functions.

**[www.azoteq.com](http://www.azoteq.com)**