



Vacancy

Dynamic Fluid Control (DFC), a local manufacturer of industrial valves, has a unique and diversified portfolio of products catering for the Mineral processing, Power generation, Water, and Effluent markets. We have a strong, strategic approach towards active participation in global markets.

The following position has become available at DFC:

POSITION: Manufacturing Export Sales Intern #DFC25052026

LOCATION: Benoni

REPORTING TO: Export Sales Team Leader

JOB SUMMARY STATEMENT: : We have an immediate need for a Sales Export Administrator Intern. An aspiring sales and export administration professional who is eager to develop within a world-class manufacturing environment and gain valuable practical work experience can take advantage of this opportunity.

KEY PERFORMANCE AREAS (DUTIES & RESPONSIBILITIES):

- Load orders on the system, make copies of the order and give to the factory managers
- Arrange international freight bookings and liaise with freight forwarders, and ensure on-time dispatch and delivery
- Prepare and verify export documentation (Gate pass, invoices, packing lists, EUR1 certificates, Certificates of origin, clearing instructions according to customer and country requirements
- Maintain regular communication with export customers, providing updates on orders, shipments, and lead times
- Coordinate with production, warehouse, and planning teams to ensure availability and accurate allocation of finished goods
- Negotiate freight and courier rates to achieve cost-effective transport solution
- Work closely with internal departments (Sales, Production, Warehouse, and Finance) to ensure smooth order processing and resolve export-related issues
- Maintain accurate export records and provide weekly/monthly shipment reports
- Update the UCR register after despatching export shipments
- Invoicing on SAGE, credit note and credit application

ACADEMIC QUALIFICATIONS:

- Grade 12
- National Diploma in Sales and Marketing or equivalent degree/diploma
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EXPERIENCE:

- No work experience required

KNOWLEDGE, SKILLS & ABILITIES:

- Excellent Communication and organisational skills
- Numerate and well organised
- Great attention to detail and adaptable
- Must have sound working knowledge of Microsoft Package

BEHAVIOURAL COMPETENCIES:

- Adhere to principles and values



- Apply Good Governance Principles
- Maintaining effective relationships
- Produce and maintain effective business results

CLOSING DATE: 25 May 2026

Please note we have an e-recruitment system. Please kindly create a profile and register your CV on this link:
recruitment@dfc.co.za

In line with our commitment to transformation, suitable qualified candidates from previously disadvantaged groups will be given preference.

While the company's recruitment policy stipulates that all positions will be advertised, provision is also made for appointments to be made in accordance with the company's succession planning strategy and practice when filling vacancies.