



neXgro is currently in search of a Contract Executioner to join the Sales department within neXgro Marketing. neXgro SA is a transparent track and trace data Agtech company. The head office is in Krugersdorp, with satellite offices in Potchefstroom and Caledon. The group has a national footprint and provides a wide spectrum of grain-related services to producers and food processors.

Key Responsibilities

- ❖ Processing of all sales contracts within neXgro Marketing.
- ❖ Doing the relevant hedge checks daily.
- ❖ Execute the signed contract once received back from Trader (understand contract terms and pricing).
- ❖ Be familiar with Incoterms and the application thereof.
- ❖ Supervise and oversee the logistical flow of contracts.
- ❖ Monitor contracts daily (slots / deliveries / delays / risks).
- ❖ Provide status updates on all contracts.
- ❖ Negotiate the best rates and compare various options to find the best solution within the contractual terms.
- ❖ Planning and risk management to minimize storage, standing charges and / or avoid additional costs.
- ❖ Facilitate silo instructions and loading slots at silos where applicable.
- ❖ Handle queries with delivery areas, transporters and keep relevant traders informed.
- ❖ Reconciling and analyse contracts once completed to provide management with the information required.
- ❖ Ensuring that the contract terms are correctly captured and correspond with the invoices to receive payments in time.
- ❖ Take responsibility for correct capturing and completing of intercompany transactions.
- ❖ Processing of third-party delivery schedules.
- ❖ Maintaining high level customer and supplier satisfaction.
- ❖ Report any risks, rejections or contractual issues in time.
- ❖ Ensure that the Trading Team and Manager is always informed of any disputes and risks.
- ❖ Be able to work independently.

neXgro ® (A registered trademark of neXgro Holdings (Pty) Ltd)

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A 22 Furrow Rd, Diswilmar AH, Krugersdorp, 1746

www.nexgro.co.za (For a full overview of our POPIA policy, list of Group companies and respective directors)



Desired Experience & Qualification

- ❖ Matric, Diploma, Degree or equivalent will be preferred.
- ❖ At least 2-5 years grain industry experience in execution or contract management.
- ❖ Experience in grain logistic would be beneficial.
- ❖ Strong Communication Skills.
- ❖ Strong Microsoft Package.
- ❖ Strong Time Management and deadline driven.

Personal Attributes

- ❖ Highly motivated individual that can work in a challenging and fast-paced environment.
- ❖ Good Administration skills.
- ❖ Problem solving skills.
- ❖ Interpersonal Skills – Good people skills are required.
- ❖ Professionalism – Exceptional conduct of self, with inherent loyalty and ability to maintain confidentiality.

Must have an above average command of both Afrikaans and English proficiency. Interested applicants should send their resumes to: recruitment@nexgro.co.za before or on **5th August 2026**. Due to the large number of applications, we receive, only shortlisted candidates will be contacted. If you have not had any response in two weeks, please consider your application unsuccessful.

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