Sales Office Administrator

**Background:**

Busy International sales office, offering excellent career opportunities for the right type of person.

**Requirements:**

* Excellent English, both written and verbal is required.
* Excellent time management skills and ability to multitask and prioritize work.
* Attention to detail and problem-solving skills.
* Strong organizational and planning skills is a distinct advantage.
* Working knowledge of Word, Excel, as well as online email services is essential.
* Familiarity with CRM systems is an advantage.

**The day-to-day responsibilities include:**

* Prepare and monitor invoices, uploading supplier bills and keeping track of purchase orders – accounting experience is an advantage.
* Update financial statements in databases to ensure that information will be accurate and immediately available when needed and resolve account payable and receivable issues or queries.
* Arranging the logistics of orders between transport companies, suppliers and end clients.

• Basic data capturing in the CRM (Log phone calls, further action required, project details etc.)

* Maintain supplies inventory by checking stock to determine inventory level.
* Help maintain a filing system and related CRM.
* Placing orders with suppliers.
* Answer client calls and answer appropriately.

Applicants should submit their CVs in English to jobs@inoperagroup.com (with subject line:

Sales Office Administrator).

Only selected applicants will be contacted for an interview.