



Job Description

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Job Title Sales Administrator	Job Location Dar es Salaam	Category Sales
Job Type Full Time	Job level Intermediate	Industry Construction

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Construction: 3 Years
Secondary Industry -	Primary Category Sales: 3 Years	Secondary Category -
Certificate -	Qualification -	

Summary

To provide support to the Head of Sales by managing administrative tasks and ensuring efficient operation within the department.

Responsibilities

Sales Support

- Creating PFI's according to instructions of sales representative / manager in charge.
- Perform costing task for new product.
- Coordinate with customer services and warehouse to ensure timely delivery and invoicing.
- Coordinates sales activities, prepare, analyses and distributes sales reports when required.
- Assist the sales team by following up with the procurement and other departments regarding pending orders.
- Support the sales team in opening new client accounts.
- Coordinate sales activities and maintain an organized workflow.
- Tracking pending orders status and communicate updates to customers.
- Maintain accurate customer records including customer contract, PFI and account open forms.
- Organize and participate in sales meetings taking minutes and action items.
- Work close with other department such as finance, procurement, production and warehouse to facilitate smooth sales processes.
- Respond to customer inquiries via phone, email and in person in absence of sales person
- Assist the sales team with daily administrative task.
- Support the sales team in lead generation and follow – ups.

General

- Undertakes such additional duties which may from time to time be assigned to the employee in the discharge of his / her duties.
- Schedule meetings and appointment for the sales team

Education & Qualifications

- Bachelor degree.
- Experience with ERP systems
- Must have good excel skills
- Must have good power point skills

Requirements

- 2-5 years of experience in manufacturing.

Reporting To

- Head of Sales/Business

Driving Licence

Not Required

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