



Job Description

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Job Title Sales Administrator	Job Location Mwanza	Category -
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 -	Secondary Category -
Certificate -	Qualification -	

Summary

Sales Administrator will responsible to support the sales team by handling administrative tasks, ensuring smooth sales operations, and maintaining customer records. They create PFI documents, perform product costing and profitability analysis, and coordinate with various departments to ensure timely deliveries and invoicing. Additionally, they track pending orders, assist with new client account setups, generate sales reports, and facilitate communication between sales, finance, procurement, and warehouse teams. Will also be responsible to assist in customer interactions, schedule meetings, and provide general support to the sales team.

Responsibilities

Sales Support:

- Creating PFI's according to instructions from the sales representative or manager in charge.
- Performing costing tasks for new products and preparing profitability analyses.
- Coordinating with customer services and warehouse to ensure timely delivery and invoicing.
- Preparing, analyzing, and distributing sales reports when required.
- Assisting the sales team by following up with procurement and other departments regarding pending orders.
- Supporting the sales team in opening new client accounts and maintaining an organized workflow.
- Tracking pending order statuses and communicating updates to customers.
- Maintaining accurate customer records, including contracts, PFI, and account opening forms.
- Organizing and participating in sales meetings, taking minutes, and managing action items.
- Working closely with finance, procurement, production, and warehouse teams to facilitate smooth sales processes.
- Responding to customer inquiries via phone, email, or in person in the absence of a sales representative.
- Assisting the sales team with daily administrative tasks, lead generation, and follow-ups.
- Scheduling meetings and appointments for the sales team.

Accounting Skills:

- Managing accounts receivable by monitoring customer payments and sending timely follow-ups.
- Assisting in the reconciliation of sales data with financial records to ensure accuracy.
- Collaborating with the finance team to prepare monthly and quarterly financial reports.
- Supporting budget preparation by providing relevant sales and expense data.
- Ensuring accurate entries of sales transactions into the ERP system (e.g., SAP).

- Handling petty cash reimbursements and preparing expense reports.
- Contributing to the preparation of financial statements by consolidating sales data.
- Assisting with tax documentation and compliance reporting

Education & Qualifications

Advanced diploma/Bachelor degree.

Requirements

- 3 years of experience in the construction industry.
- Experience with ERP systems (i.e.: SAP,)

Characteristics

- Self-driven and eager to learn with strong organizational and people skills.
- Excellent attention to detail and numerical accuracy.
- Proficient in Microsoft Excel, PowerPoint, Word, and email scheduling tools.
- Strong verbal and written communication in Swahili and English.
- Collaborative team player with excellent interpersonal skills.
- Demonstrates integrity, professionalism, and ethical behavior.
- Proactive in raising queries and providing effective solutions.
- Charismatic, with the ability to push tasks and processes forward.
- Maintains a calm and composed demeanor while working collaboratively.

Driving Licence

Not Required

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