

SALES & ADMINISTRATION ASSISTANT – (Re-Advertised)

Are you detail-oriented, organized, and ready to take on new challenges? We're seeking dedicated & qualified individuals to take on the role of Sales & Administration Assistant. Join us and play a crucial role in providing support to the Wholesale & Tender.

Reporting to the Tender & Compliance Manager, as the Sales & Administration Assistant, you will provide essential sales and administrative support to ensure the smooth and efficient functioning of the department.

Your role involves handling sales order processing, administrative tasks, maintaining records, coordinating communication, and assisting the team with various activities

Responsibilities:

- Sales order processing - back-order tracking and processing, creating picking slips, invoicing and creating packing lists for every customer order.
- Data Entry and Documentation: Assist in data entry, record-keeping, and maintaining accurate documentation related to procurement, back-orders, receiving reports, claims submission and general financial for customer accounts.
- Communication Support: Coordinate internal and external communications, including emails, phone calls, and inquiries related to the department.
- Order Tracking: Support in monitoring and tracking items ordered and stock levels to assist the Tender team in delivering orders in a timely manner.
- Tender Documentation: Assist in filing of quality documents and submissions, ensuring accuracy and compliance with tender requirements.
- Supplier Coordination: Help in coordinating with suppliers for tender-related activities.
- Sales Forecast: Assist in preparing and tracking sales orders documentation to ensure department monthly sales budget is achieved.
- File Management: Organize and maintain electronic and physical files related to departmental activities.
- Cross-Functional Collaboration: Collaborate with other departments to support interdepartmental coordination and effective communication.

The ideal candidate for this role should possess the following qualifications and attributes:

- Diploma in Business Administration or equivalent, a degree in Business Administration or a related field is a plus.
- Proven experience (1-2 years) in an administrative role, preferably in a fast-paced environment.
- Possess a proactive approach towards tasks at hand.
- Strong organizational and time - management skills to handle multiple tasks effectively.
- Attention to detail to ensure accuracy in data entry and documentation.
- Proficient in using MS Office applications (Word, Excel, PowerPoint).
- Excellent communication and interpersonal skills to interact with colleagues and external stakeholders.
- Positive attitude and willingness to learn and take on new responsibilities.

All applicants should apply by email only with Position Vacant - Sales & Admin Assistant in the subject line to:

The Coordinator - People & Culture
CPL Group, PO Box 1663, Port Moresby, National Capital District,
E-mail: careers@cpl.com.pg

Applications close 5:00pm on 18 October 2024.

OUR BRANDS

