

SMOOTHTEL & DATA SOLUTIONS LTD - VACANCY



We are an ICT customer service oriented company in the field of telecommunications and office solutions. This includes structured cabling, video conferencing, audio conferencing, multi-user computing and headset solutions among others.

Job Title: **Sales Administrator**

Reports to: **Sales Administrator Manager**

SUMMARY

Assist in administering all duties and projects that come under the responsibility of the sales department.

KEY RESPONSIBILITIES

QUOTATIONS

Process requisitions submitted with clear and unambiguous specifications through the quotation process and goods/service delivered/rendered

WRITING TENDERS

Upon consultation determine which tenders to bid, and how you will manage the bid

Draw up tender documents or contracts

FOLLOW UPS

Follow up to completion and ensure the company gets business

Organize demonstrations by coordinating between the technical team and the client

Ensure continuous follow up on proposals to ensure continuous flow of business

Handle all correspondence and organize contact between the sales executives and their customers

RECORD KEEPING

Maintain customers' records

KNOWLEDGE AND SKILLS

Degree in Business Administration, Computer Science or Information Systems AND/OR Higher Diploma in Sales & Marketing

MUST have a strong technical background and MUST have worked in an ICT solutions company

Knowledge of administrative procedures

Ability to prioritize requests effectively and efficiently and work with a sense of urgency

Ability to work with a significant attention to detail and thoroughness

Strong interpersonal skills; ability to work with diverse groups

Must be able to effectively handle stressful situations

Demonstrated ability to provide timely and effective written, oral, and interpersonal communication

If you are the person described above and wish to be considered for this role then apply attaching your CV to jobs@smoothtel.com. If you have not heard from us within 3 weeks from when you send your email please consider your application unsuccessful.

PLEASE NOTE: Previous applicants do not need to re-apply.

Qualified candidates, please contact:

**Human Resources Manager
Smoothtel and Data Solutions Ltd**

Email: jobs@smoothtel.com

NOTE: ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.