

## Sales Administrative Officer

### Description

Sales and Salesmen administration, assistance, and support

Sales assistance and management on ERP-Odoo

### Responsibilities

#### Sales and salesmen administration, assistance and support

- Assist the sales team with the Commercial Manager
- Provide commercial support to sales team
- Assist the Commercial Director by collecting and analyzing all sales information for weekly reporting
- Assist the Commercial Director to create and organize commercial meetings, sales actions, show cases and exhibitions according to the commercial action plan
- Scheduling, organizing and managing commercial trainings and external events with the Commercial Director, and the General manager if necessary
- Drive all necessary information from, or to the salesmen team (reminder, new sales actions, Commercial Director requests...)
- Drive all incoming customers calls

#### ERP-Odoo assistance

- Establish and manage on Odoo-system sales databases (Entering information): enter customer information sheets, establish quotes, invoices, delivery slips, waybill.
- Establish reconciliation (with the support of the inventory manager) between the product delivered (delivery slips) and the invoices issued.
- Establish reconciliation between invoices and payments with the support of the accounting manager
- Calculate from Odoo-ERP data the sales commissions and report them to the Commercial Director
- Prepare reports and presentations with statistical data from Odoo-ERP.
- Monitor on-lines sales on Odoo-ERP

### Qualifications

- Commercial or B.sc Business Administration
- Strong Experience in data analysis
- Experiences in sales administration, data collecting, and as a salesman
- Strong informatics skills and practice
- Technical and methodological know-how
- Master office automation tools (excel, word, power point)
- Excellent oral and written communications skills

### Job Benefits

- NHIS
- Airtine Allowance
- Travel Allowance
- Professional Computer & Cell Phone provided

### Contacts

### Hiring organization

Our client is a major company specialized in animal health services, import, formulation, development and sales of premixes, additives and ingredients essential for animal nutrition. It is a major subsidiary of one of the leading European Groups of Companies in Nigeria and operates currently from Abuja and Ogun State.

### Employment Type

Full-time

### Industry

Agricultural Support

### Job Location

Abuja, Abuja, Nigeria

### Date posted

April 14, 2022

### Valid through

02.05.2022

Qualified and interested candidates should send their **CVs** to **factbaseconsulting@gmail.com** before **April 22, 2022**.

- Kindly use **Job Title as the e-mail subject**.
- Please, only shortlisted candidates will be contacted.