

Novengi is recruiting a **SALES SUPPORT ASSISTANT**

MAIN PURPOSE OF THE JOB:

The job incumbent shall be responsible to provide sales support to the sales team of the Air Conditioning, Refrigeration and Fire department and handle administrative duties of the department. The job incumbent shall also assist in the management of warranty claims in accordance with the conditions imposed by the suppliers.

Job Description

Sales Support

- Follows-up on prospecting
- Ensures acknowledgements of firm orders
- Organises delivery of products to clients in a timely manner
- Updates the customer tracker on a systematic basis
- Provides punctual assistance to the sales team upon request
- Prepares sales and statistic reports to the Sales team for the promotion and development of their respective business line

Administrative Duties

- Filling of documents on a systematic manner
- follow up of letters and procedures
- Issues Internal Delivery Note (IDN) upon request, follows-up and provides periodical reports.

Profile of Ideal Candidate

- A Higher School Certificate
- A Certificate Sales and Marketing would constitute an advantage.
- A minimum of 3 years work experience in a dynamic and constantly evolving Sales business environment
- Proficiency in using Microsoft Office Suite applications (Word, Excel, PowerPoint, Outlook)
- Must possess excellent verbal and written communication skills both in English and French
- Excellent interpersonal, presentation, prospecting, negotiation and influencing skills
- Demonstrated aptitude for problem-solving
- Must be results-orientated and able to work both independently and within a team environment.

Employment Type: Permanent and Full-Time

Contact: Interested candidates should send their application to hr@novengi.mu or to the Human Resources department at postal address below

Deadline: 20 March 2020

Novengi is an Equal Opportunity employer

Please consult our **Privacy Notice** on www.haremallac.com to know more about the way in which we use your personal data.