

## Internal Sales Admin Leader

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Company: Recruitment Matters

Location: Zambia

Category: other-general

### Overview

Our client in the Steel Manufacturing Industry is looking for an Internal Sales Admin Leader; **Duties and responsibilities include but are not subject to;**

Receiving and processing purchase orders.

Issuing sales transaction invoices.

Verifying orders, including customers' personal information and payment details.

Contacting customers by phone or email to answer queries and obtain missing information.

Maintaining and updating sales and customer records.

Compiling monthly sales reports.

Expediting orders through internal liaison.

Directing feedback from customers to relevant departments.

Identifying new products to add to those on offer.

Supporting the sales department with other administrative tasks, if requested.

### **Key Skills and Qualifications;**

An associate's or bachelor's degree in business administration or similar preferred.

Previous experience in sales administration, or a similar role.

Exceptional interpersonal and customer service skills.

Experience with the steel industry

Advanced knowledge of administrative recordkeeping.

Familiarity with sales reports and sales records.

Proficiency with word processing and spreadsheet software.

Excellent written and verbal communication skills.

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