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Executive - Sales Administration

Job Context

- We are looking for Sales Admin Executive
- Desk Job
- Male & Female allowed to apply.
- Public University / Private University Interested experienced candidates are encouraged to apply.
- Admin or accounts worked experienced

Job Description / Responsibility

- Maintaining all Primary & Secondary Sales Data & support the sales team with data tracking and analytics relevant to their functional areas
- Maintain sales team Logistics items , Insensitive data's etc
- Maintain close liaison and coordination with sales force.
- Handling sales promotion elements.
- Develop standard MIS and review time to time
- Maintaining and updating sales and customer records.
- Compiling monthly sales reports and other relevant reports.
- Work closely with management to ensure smooth functioning of sales operations as well as making decisions based on data analysis.
- Any other assignment given by the management/superior.

Employment Status: FullTime

Workplace

- Work at office

Educational Requirements

- Bachelor of Business Administration (BBA)
- BBA /MBA in any discipline
- Training/Trade Course: Sales Admi

Experience Requirements

- At most 1 year(s)
- The applicants should have experience in the following area(s):
 - Accounts Admin, Administration, Sales Admin

Additional Requirements

- Age 20 to 28 years
- Both males and females are allowed to apply
- At most 1 years
- The applicants should have experience in the following area(s): Sales Administration

Job Location: Dhaka (Kawran Bazar)

Salary

- Negotiable

Compensation & Other Benefits

- Lunch Facilities: Partially Subsidize
- After Probation Period -
- Travel Allowance
- 2 Festival Bonus
- Yearly Increment
- Provident Fund
- Profit Share
- Standard career path.
- Other benefits as per company policy.

Read Before Apply

Candidates who have required practical experience in Sales Admin and MIS with reputed company are encouraged to apply immediately.

[Apply Online](#)

Application Deadline: January 21, 2024