

https://www.rootsegypt.com/job/sales-admin/

# sales admin

### **Description**

- Following CRM
- · Update inventory
- Generate reports, Typing, preparing and collating reports.
- Responsibility for project documentation.
- Organize meeting and arrange appointments.
- Cold calls

## Responsibilities

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### Qualifications

- Needed experience: 1-4 years
- Good Communication and Negotiation skills
- Excellent Presentation skills

## Hiring organization

Roots Management Consultants on Behalf of Customer

## **Employment Type**

Full-time

### Industry

Real Estate (Brokerage)

#### Job Location

5th settlement

## **Working Hours**

10am-6pm

#### Date posted

February 21, 2022