



<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

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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