

Sales Administrator

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Company: Michael Page

Location: Dubai

Category: sales-and-related

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Administrator Michael Page - Dubai, UAE Posted In 21/10/2013 Apply For Job Applicants 22

Views 4621 Job Description A leading oil and lubricant organisation is seeking to recruit a

Sales Administrator to support external offices and ventures.- Take and process customer

orders- Send out customer invoices and price updates- Account management and identify

needs of customers- Adhoc admin support to the team Job Category Administration &

Secretarial Job Requirements Experience Min: 2 Years Career Level Junior Job Type Full Time

Vacancies 2 Open Positions Salary Negotiable Gender Any Degree Level Bachelor's degree

Faculty / Institute Any Major Secretarial Studies Age Any Nationality Any Residence Location

Any Languages Any Own a Car Any Have Driving License Any Job Skills You will be an

Administrator with at least 2 years experience working in a fast paced sales

environment You must be confident dealing with customers from all over the work and be able deal

with problems and queries You must be used to working with databases and sales

figures Arabic speaking is preferential Salary is AED 19,000 About The Company Michael Page

is one of the world's leading professional recruitment consultancies, specializing in the

placement of candidates in permanent, contract, temporary and interim positions with clients

around the world. The Group has operations in the UK, Continental Europe, Asia-Pacific

and the Americas. In the Middle East we focus on the areas of: Finance &

Accounting Banking & Financial Services Procurement Property & Construction Engineering &

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