

BOKOMO™

WE ARE HIRING

CAREER OPPORTUNITY

At Bokomo Namibia, a joint venture between the Frans Indongo Group (Namibia) and PepsiCo Inc, you get the best of both worlds: an entrepreneur's mindset plus reach and resources through our worldwide network. Bring your unique perspective. Bring curiosity. Bring ingenuity, and drive. We'll give you a platform to be daring.

Administrator: Office (3-Months Contract)

Reporting to the Reporting to the **Manager: Sales Operations**, the **Administrator: Office** will lead, motivate, direct and control the day-to-day activities and ensure that the shop operates smoothly, delivers excellent customer service, meets sales targets, and represents the factory's brand effectively. They act as a key link between the factory and the customer, contributing to the business's profitability and reputation.

Key Responsibilities:

- Ensure execution of internal and external sales communication to relevant stakeholders. This includes, but is not limited to Mail, Sales Tool (eg.Skynamo), Whatsapp and other tools;
- Responsible for ordering of office equipment, stationery, and other tools required;
- General assistance and troubleshooting responsibility for sales tools (cell phones, laptops, tablets, etc) and IT Systems (SAP, Skynamo, etc);
- Responsible for administration and maintenance of the Sales Field Office Tool. (e.g. Skynamo);
- Capturing and Data maintenance of customer data, hierarchies, sales regions, pricing, channels, staff etc;
- Sales reporting function, by setting up of standard and ad hoc reports as required on BI, Excel or any other format;
- Responsible for ensuring the correct allocation of staff in SAP;
- Responsible for data submission in regard to data maintenance of SAP SD sales master data, including but not limited to customer hierarchies, sales regions, channels, staff etc;
- Responsible for maintenance of Master Data in line with agreed Master Data procedures, naming convention and rules, ensuring consistency of Master Data and Business information;
- Provide assistance to the Sales operations manager as required.
- Assist the sales operations department with various tasks as required.

Qualification and Preferred Traits

The successful candidate must have:

- At least three (3) years' experience in Sales Administration in the FMCG environment;
- Excellent communications skills;
- Excellent organizational skills
- Excellent leadership skills;
- Computer literate;
- SAP experience will be an advantage.

Closing date: 02 June 2025

Submit Your Application
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