

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.

Receptionist and Orders Co-Ordinator (3-Months Contract)

Reporting to the Reporting to the **Manager: Sales Operations**, the **Receptionist and orders Co-Ordinator** operates the switchboard by handling incoming and outgoing calls, takes messages, receives visitors, determines their needs and directs them accordingly. Contributes towards the image of the organization. Daily execution of Telesales and order capture objectives in line with agreed Telesales standards and service levels.

Key Responsibilities:

- Receives incoming telephone calls and visitors;
- Controls and records messages;
- Administer mail and courier items;
- Monitor incoming mails, orders and distribute to respective departments;
- Organize internal facilities i.e. Board Room and Whitehouse and catering;
- Accountable for telephone systems; fax to mail, website etc;
- Interface for suppliers i.e. Telecom, Omnitel etc;
- Inform personnel via Email if the telephone/fax lines are out of order and when in order again;
- General assistance and troubleshooting responsibility for sales tools (cellphones, laptops, tablets, etc) and IT Systems (SAP, Skynamo, Tableau, etc);
- Booking of internal/external facilities i.e. Board room, White House, off-site venues, catering, travelling and accommodation relating to Sales Operation events/functions;
- Administer sales orders; receive orders via Fax, Fax to Mail or Email, sort and distribute to Tele-Ordering Clerks;
- Order, Distribute & Control all books for the relevant departments;
- Housekeeping of bookstore;
- Support sales administrator when and where required;
- Work in close co-operation with all departments.

Qualification and Preferred Traits

The successful candidate must have:

- Grade 12;
- Two (2) years' experience;
- SAP experience would be an advantage.

Closing date: 02 June 2025

Submit Your Application
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