

Connect Ads is NOW HIRING!

**Sales Admin Analyst**

Cairo, Egypt

Looking for a high caliber for recording all sales data in the CRM, to gather and analyze diversified sales data, generating accurate and clear reports as well as provide valuable feedback and actionable insights.

Roles and Responsibilities

- Ensure projects are recorded in the CRM correctly and featuring all support information to bill and collect
- Manage the control process and ensure sales orders align with internal policies
- Manage new client's registration, and prepare ad hoc reports
- Ensure Sales teams are compliant in project documentation
- Support and collaborate with Sales and Operation teams globally

Qualifications

- At least 2-3 years' work experience within Sales Admin, Collections, Billings or Finance departments
- Agency and advertising background is a plus
- Communication, analytical mindset, and organizational skills
- Exceptional attention to detail
- Advanced English both oral and written
- Multicultural & time management skills
- Excellent knowledge of Microsoft Office products is required
- Experience in CRM/Workflow tools is a plus (Salesforce desirable)

To apply, send your CV via email to [careers@connectads.com](mailto:careers@connectads.com) with the job title in subject line.