A Leading Client is urgently looking National Sales Administrator
Location: Karachi

Steps Ahead
Private Limited

Job Description:

Job Title: National Sales Administrator (NSA)

Job Location: Karachi (Head Office)

Salary: Up to 50K+Benefits

Job Duties:

- To manage and support SND application.
- Vendor handling, Dashboard maintenance, Geofencing, Implementation and Rollout for new development.
- MIS Complaint coordination and resolution.

- Organize, share, store, search for, and analyze data.
- Prepare and write a variety of reports and analysis.
- A strong computer and technical background.
- Develop MIS documentation, to allow smooth operations and easy system maintenance.

Job Specification:

Qualifications: BS/MS/CS Preferred in MIS

Experience: 3 to 4 years

Skills:

- Proficiency in MS Office, Analytical Skills, Business management, Data Analysis, Writing Skill.
- Sense of data and statistics in order to understand the best strategies to apply.
- To know how to integrate data from multiple sources according to standards and best practices

Candidates having relevant experience and qualification can send their updated profiles, till February 19,2021