

WE ARE HIRING !

# JOIN OUR TEAM

## Sales & Admin Clerk

The United Basalt Products Limited is looking to recruit a motivated **Sales & Admin Clerk** for its site at F.A.S.T, Caroline, Bel-Air Rivière-Sèche.

### KEY RESPONSIBILITIES

- Check weighing of every vehicle to ensure accuracy
- Record sales and purchase transactions, ensure cash collection and bank transactions
- Issue official documents (invoices, receipts, bills, statements, etc.) to respective stakeholders
- Ensure till settlement at the end of the day
- Provide general administrative and clerical support
- Input data and ensure accuracy of information on the software
- Provide excellent customer service

### CANDIDATE PROFILE

- Minimum qualification: Higher School Certificate (HSC)
- At least 3-5 years of experience in a similar position
- Good interpersonal and customer service skills
- Good communication skills
- Ability to work successfully both autonomously and as part of a team

### REMUNERATION AND BENEFITS



Attractive remuneration package



Performance Bonus



Continuous Development



Career Opportunities



24hrs Personal accident



Welfare activities



Medical & Pension scheme

Candidates are requested to send their application on [hrvacancy@ubpgroup.com](mailto:hrvacancy@ubpgroup.com) quoting reference **HR/SAC/UBP** before **15<sup>th</sup> May 2024**.

Management reserves the right to call only the best candidates for interview and not to make any appointment following this advertisement.