



Region	Latin America
Job Title	Sales & Office Admin
Reporting To	EVP of Latam
Location	Mexico
Salary	

Job Purpose
<ul style="list-style-type: none"> • Manage the sales processes, maintaining records, and ensuring efficient operations to help drive sales success. • Responsible for the management of operational activities of pre and post sales across the region supporting sales, accounting, HR, marketing and logistics. • Support the Mexico office management.

Main Objectives & Activities
<ul style="list-style-type: none"> • Assist the sales team in managing leads, preparing sales proposals, and tracking sales activities. • Process sales orders, manage inventory levels, and coordinate with logistics to ensure timely delivery. • Sales support activities including account receivables, invoices, deliveries to customers. • Receiving and Processing Orders of Customers, check data accuracy in orders: Updating relevant files and systems, including raising purchase orders based on Forecast / Orders • Maintain and update the customer database, ensuring accuracy and confidentiality of information. • Collaborate and Work closely with marketing, HR, logistics, and finance teams to align strategies and ensure smooth operations, including update on reports. • Updating Orders book, consolidating data of POs file, Consolidating data of Forecast • record office expenditure and manage the budget (actual vs budget) • maintain administrative systems, such as customer and partner record management (contracts, agreements, sales, loans, demo, RMAs etc.) • assist on communication such as regional meetings, exhibitions, events, social media, press releases and write reports for senior management & deliver presentations • supervise and keep updated area information on revenue confirmation and forecast / area POs to HQ & deliveries • liaison to the marketing on regional meetings, exhibitions, events

Required Knowledge & Experience
<ul style="list-style-type: none"> • Experience of 2 years minimum in similar activities • High school diploma or equivalent; Bachelor's degree preferred.



- Previous experience in sales administration or a similar role.
- Proficiency in Microsoft Office Suite and CRM software.
- Excellent organizational skills and attention to detail. Organized and structured approach.
- Strong communication and interpersonal abilities. Ability to communicate effectively verbally and written to customers
- English and Spanish written and spoken
- Relative degree on either accounting or logistics is preferred
- Ability to research, digest, analyse and present data clearly and concisely
- Adaptability, quick response, problem solving, communication skills
- Responsible, pays attention to detail, demonstrates speed and accuracy
- Multi-tasking, demonstrating flexibility
- Knowledge of the Card & Payments Industry is preferred but not mandatory, previous experience on

Key Values and Behaviours

Act with Integrity and are Accountable
Expect, plan for and embrace Change
Work as one Team
We Act Now, decisively and quickly
Enjoy to work on a fast pace and dynamic environment