



SHAPE YOUR FUTURE AT IFM!

Since the foundation in 1969 ifm has developed, produced and sold sensors, controllers and systems for industrial automation worldwide.

ifm Namibia is looking for a:

General Office and Administration Assistant

Position

You will be responsible for rendering business activities of the employer generally associated with the position and any other reasonable tasks necessary for the conduct of the employer's business as the employer may from time to time direct.

ifm reserves the right to make adjustments to your scope of work as well as to the Employment Contract or any of the Company Policies. Any changes thereof will be communicated to you.

Description / Responsibilities

Answering of the office phone in a professional manner, including taking of messages.

Receiving shipments from Germany as well as passing the required documentation to ifm South Africa.

Invoicing of customer orders and preparing the orders for shipment to customers

Liaising with courier companies for the pickup of customer orders

Submitting of prices on Sales Platforms

Filing of Invoices and performing corresponding administrative duties.

Compiling quotes on CRM.

Maintaining quotes on CRM

Maintaining of the IFM store including products

Attending to enquiries from customers regarding invoices and statements

Remuneration

Marketing related

Medical

<u>Group</u>	<u>Position/Person</u>	<u>Company Contribution</u>
1	Admin / Sales Staff Team Leaders (0 to 5 years continuous service)	N\$1,200
2	Admin / Sales Staff Team Leaders (5 years onwards continuous service)	N\$1,500

Reporting structure

You will be reporting directly to the Managing Director.

Working Hours

ifm Namibia's normal working hours are from 08H00 to 17H00 Mondays to Fridays with an hour lunch break.

Closing date for applications: 17 February 2023

Forward CVs to: hr.za@ifm.com

Apply now - we look forward interviewing you!

ifm – close to you!