



Job Title	Sales Administrator
Location	Colombia
Business Unit	Latin America
Function	Sales
Leader	National Commercial Manager
People Leadership	No
<p>Coordinate and control all processes related with sales administrative information within in the company and provide the commercial team with analytical information.</p>	
<ul style="list-style-type: none">• Maintain a fluid communication with key people in our distributor partners to consolidate and produce sell in, inventory and depletions reports.• Analyse sales´ trends and stock levels by brand and channel in order to make proper recommendations to commercial and marketing stakeholders of how to improve our business.• Liaise with our Logistics team and make sure that all our distributors´ orders are delivered on time and with the required quantities.• Lead the S&OP process along with the sales team and provide the information to the Logistics team.• Actively support the National Account Manager in selling directly the supermarket channel by following up on orders and inventory levels.• Support and facilitate the weekly sales calls with the commercial team and external partners to keep track on sell in and depletions evolution.	
<hr/> <p>Skills and Qualifications:</p> <p>Essential:</p> <ul style="list-style-type: none">• Minimum 3 or 5 years of experience in business intelligence.• Strong understanding in Excel, word, and power point• Detail orientation• Knowledge in the S&OP process• Ability to analyze numerical and verbal data. <p>Desirable:</p> <ul style="list-style-type: none">• Self-starter who can work on their own initiative• Preferably intermediate command of English	