

Join our team as a

SALES ADMINISTRATOR

Are you ready to dive into the fast-paced world of FinTech and play a crucial role in supporting our Sales team? If you're eager to contribute to our Sales team's success and be part of an evolving, dynamic environment, we invite you to join us at Bitventure, a leading innovator in the FinTech industry, as a Sales Administrator. This role goes beyond administration; it's a chance to empower our Sales team and help them conquer new heights. As a Sales Administrator, you'll be at the heart of our sales efforts, ensuring everything runs smoothly and efficiently. Your role will evolve as our team grows, and you'll play a vital part in shaping the future of sales in FinTech.

Why Bitventure ?

At our core, we are driven by a powerful vision; to foster sustainable businesses by mitigating risks and boosting revenue. We are the catalyst for innovation and proudly embody the spirit of "Intelligence in Action". Our recent accolade, the Digital Transformation Award at Africa Tech Week, speaks volumes about our commitment to excellence.

What's in it for you?

An environment where success is not just encouraged, but inevitable :
Digital Transformation Industry Leader
Diverse and collaborative culture
Professional growth opportunities
Meaningful work
Competitive Remuneration and Recognition

What are we looking for?

- Matric, and studying towards a Diploma or Bachelor's degree in Business, Sales or Marketing is advantageous.
- 3-5 years solid sales experience.
- Proactive and innovative mindset.
- Good interpersonal and communication skills, with the ability to build collaborative relationships and interact with stakeholders across the board.
- Attention to detail, and high data accuracy.
- Results-oriented with a focus on driving continuous improvement.
- Good organisational and time management skills.
- Proficiency in Microsoft Office Suite, CRM Software, and other sales tools.

What you'll do

- Onboarding pack: Preparing the onboarding/vetting packs in liaison with Compliance, adhering to applicable regulatory and company standards and ensuring successful client transition.
- Liaising with Compliance and CSM's in ensuring that all relevant queries and requests are addressed and followed through.
- Sales support: Provide administrative support to the sales team, including scheduling meetings, managing calendars, and handling communication with relevant stakeholders.
- Support the team in preparing sales materials, presentations, and reports as needed.
- Generate reports to help identify trends and opportunities for improvement, as and when required.
- Maintain accurate records of client interactions, contracts, and other sales-related documents.
- Ensure that all activities comply with industry regulations and company policies.
- Facilitate communication between the Leads Activation/Sales team and other departments within the company.
- Act as a point of contact for internal and external inquiries.