



Green Enterprise Solutions

The global leader in innovative ICT solutions

Search  Sales Support/Admin - Green Enterprise Solutions

Location: Windhoek
Type: Full-time
Experience Level: Mid (2–4+ years))

Apply Now!



Are you detail-oriented and passionate about keeping sales operations running smoothly? Join Green Enterprise Solutions, Namibia's leading ICT provider. We're looking for a proactive Sales Support / Admin professional to assist our sales team, streamline processes, and ensure seamless client service delivery.

Our Culture & Values

At Green Enterprise Solutions, we believe in empowering people and the planet. Our culture is built on:

- **Autonomy:** We encourage self-driven professionals to pursue their passions and make confident decisions that benefit both themselves and the company.
- **Integrity:** We operate with honesty and strong moral principles, fostering unity and trust.
- **Innovation:** Curiosity and creativity drive us to redefine norms and anticipate change.
- **Teamwork:** Collaboration is key, we believe that together, we can create something great.
- **People-Centricity:** We build meaningful relationships with clients, colleagues, and communities.
- **Sustainability:** We actively engage in environmental and social initiatives, from reducing our carbon footprint to supporting digital literacy and education

Why Join Us?

At Green Enterprise Solutions, our focus is on the growth of people, global expansion, continuous innovation, and operational excellence. Join a forward-thinking team that values collaboration and purpose-driven work, offering a dynamic environment, professional growth opportunities, and the chance to make a lasting impact in Africa's ICT sector.

Main Purpose of the Job

The Sales Administrative Support role is crucial to the smooth operation of our sales department. The primary responsibility of the person in this position is to provide essential administrative, operational, and logistical support to ensure the sales process runs efficiently. By handling key tasks and ensuring a seamless workflow, this role allows the sales team to focus on generating revenue and building strong customer relationships.

Key Responsibilities and Performance Areas

The core duties of the Sales Administrative Support role focus on coordination, document management, and maintaining data accuracy throughout the entire sales lifecycle.

- The central function of this position is the timely and accurate processing and response to client requests for pricing, including quotes and Requests for Quotation (RFQs).
- The incumbent will work directly with suppliers and vendors to obtain accurate and current pricing information, as well as technical details required for the preparation of customer quotes.
- Acting as the initial point of contact for administrative and general client inquiries, the role ensures that clients receive prompt and clear responses to their questions.
- Continuous administrative and logistical support is provided to Account Managers and Sales Executives, allowing them to devote more time to direct client engagement.
- The incumbent is responsible for managing the administrative aspects of finalised orders, ensuring all necessary documentation is compliant and properly transferred to the Operations team.
- The role requires accurate and immediate logging of all client and pricing data into the CRM or ERP system, with data accuracy being of utmost importance.
- Coordination with various internal departments, such as Administration and Technical Teams, is vital for resolving issues related to pricing and contracts.



Got what it takes?

What We're Looking For: Key Competencies

- Demonstrate high proficiency in the use of standard office software and specialised proposal development tools, along with proven experience managing data in a CRM system.
- A meticulous approach is necessary to ensure that all pricing and commercial terms are completely accurate.
- The ability to deliver precise work under tight deadlines is essential for success in this role.
- Excellent skills in prioritising tasks and meeting strict deadlines are required, especially in a high-pressure, fast-paced technical sales environment.
- Strong written and verbal communication skills are needed to manage professional relationships both within the organisation and with external parties.
- Ensure that the highest standards of confidentiality and professional conduct is maintained at all times.

Minimum Requirements

- **Education/Qualification:** A high school diploma or Grade 12 equivalent is required. Tertiary education, such as a diploma or degree, is considered an advantage.
- **Experience:** Candidates must have at least two years of relevant professional experience in a Sales Support or Administration role within a commercial setting. Experience in the ICT, Telecommunications, or Technology Services sector is considered advantageous.
- **Technical Training / Background:** Proficiency in key tools, especially Customer Relationship Management (CRM) software used for pricing and quote generation, is required.
- **Industry Knowledge:** Applicants should have familiarity with obtaining quotes from external suppliers or vendors and possess a basic understanding of business-to-business (B2B) and business-to-consumer (B2C) sales cycles

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Closing date: 20 October 2025, 12:00

Green Enterprise Solutions (Pty) Ltd is an approved Employment Equity company of which preference will be given to Namibian applicants who meet the minimum requirements. Persons with disabilities meeting the minimum requirements are encouraged to apply for the vacancy / position.