



Application due date July 7th 2017

Green Solar Africa (GSA) Office Coordinator Terms of Reference

We are looking for an enthusiastic and professional office Coordinator to join the GSA Team. The ideal candidate will be an independent, self-starter with great organizational skills. The Office Coordinator plays a crucial role by providing support and structure to the sales and operations team.

Competency Requirements:

- Professional and customer-service oriented
- Accurate and proficient note-taking abilities
- Organized and detail-oriented with a take-ownership attitude
- Excellent interpersonal communication and writing skills
- Advanced proficiency in Microsoft Office Suite (e.g., Word, Excel, PowerPoint, and Outlook)
- Can effectively manage time, multi-task, and handle a high volume of work in a fast-paced environment

Experience and Education:

Bachelor's degree preferred. Applicants can also be currently enrolled in a program.

Responsibilities:

- Update and maintain customer databases specifically for sales leads. The office coordinator will be expected to report update on sales leads to Management team at weekly meetings when the Director of Sales and Director of Operations are on mission
- Assist in processing contracts and invoices:
 - Responsible for preparing contract for signing and ensure that all terms are in accordance with what was agreed with client and confirmed by Management
- Office coordinator will be responsible for overseeing the work of the sales team in the absence of the Director of Sales and Marketing. The Office Coordinator will ensure that:
 - Sales consultant maintain consistent outreach effort to identify potential customers for residential and commercial (factory or business) installations. Outreach is defined as cold calls, handing out flyers and brochures in strategic locations such as United Nations offices, malls, upper-middle class neighborhood, etc.
- Other important tasks will include:
 - Primary phone duty and general office administration
 - Assist with product purchasing and procurement for the sales and marketing team
 - Manage office equipment, maintenance of copiers, printers, computers and phones
 - Design and implement office policies and procedures
 - Set up and maintain secure filing system for files and records
 - Maintain employee travel and time-off schedule

Salary:

Commensuration will be based on education and work experience.