Our growing company is looking to fill the role of commercial administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for commercial administrator

- Reviewing Distributorship and/or Supply agreements/amendments with respect to the commercial/supply terms and make sure new commercial conditions granted to customers are duly approved by the relevant stakeholders and documented by the Sales Entity concerned
- Maintaining information linked to customers in the SAP client file and update sales prices and related commercial conditions in collaboration with other departments to ensure correct contract execution
- Being responsible for the release of Credit Notes/Debit Notes in line with the Service Contracts in place
- Effecting general administrative tasks, data entry and data cleaning
- Ensure proper entries of SAP processes and perform adjustment/correction if necessary
- Ensure accuracy of bid calculation, offers/quotation terms and conditions to external customer
- Follow up on the outstanding purchase orders and AR collection process, and timely receivables collection
- Implement & improve operation processes and documentation according to ISO guidelines and company policies
- Controlling of key business indicators order intake revenue, sales margin, EBIT, cash, project specific assets of the assigned areas EBIT, accruals & cashflow
- Support role for all commercial, sales and administrative functions, including

Qualifications for commercial administrator

- Proficient with other Microsoft Office products (PowerPoint, Visio)
- 3 to 5 years of business purpose/commercial documentation experience handling more complex transactions
- 5 years' experience in related credit analysis, underwriting and/or loan processing in commercial, SBA, is it relates to the position
- Bachelor's Degree in Business administration or Supply Chain
- Analytical Problem Solving - Analyzes data effectively
- Attention to Detail - Learns and understand details needed to support master data business