

## CAREER OPPORTUNITY

**Busoga Forestry Company (BFC) Ltd.** is a subsidiary of Green Resources AS (GRAS), one of East Africa's largest forestation company and a leader in East African wood processing's leading commercial forestry plantation company.

**Job Title:** Sales Administration Officer  
**Reports to:** Sales Manager  
**Location:** Kasali, Bukaleba Mayuge District

### Job Purpose:

Coordinate sales and distribution of milled timber and other approved wood products at the yard.

### Key Responsibilities:

- Responsible for managing all Timber and approved wood product sales at the assigned yard and issuing sales transaction invoices and other corresponding sales paperwork.
- Maintain and update sales and customer records, and compile monthly sales report, and other routine reports as required by line manager.
- Liaise with Control Accountant in tracking customer payment records and reconciliations.
- Collaborate with the Stock Controller and members of the sales team in planning and scheduling customer loading days.
- Expedite customer orders through internal liaison and assist with verification of loaded products to ensure alignment with customer invoices and payments.
- Assist members of the sales team in tracking client orders, yard orders and update regularly in line with progress at the mill.
- Assist with routine crosschecking of the weighbridge records to ensure that the right weight of all trucks is recorded.
- Take part in the daily, weekly and monthly stock take and submit the reports as required.

- Assist with coordination of transport of sold material to clients, and verification of transporter trip records.
- Resolve customer queries, manage the yard email to answer client queries.
- Support the sales team with other administrative tasks when requested.

### Qualifications, Knowledge, Skills and Competencies:

The ideal candidate should possess the following:

- Bachelor's Degree in Business Administration or any other related field.
- Minimum of 3 Years' relevant experience in sales administration.
- Knowledge of SAGE accounting software and EFRIS.
- Knowledge of MS Office; Word, Excel.
- Excellent interpersonal skills.
- Analytical and thorough.
- Good negotiation skills.
- Ability to communicate in both English and the native languages.
- Team player.

### Application procedure:

To apply, please email the documents below in a **single PDF file** to the Human Resources Department at

[hругanda@greenresources.no](mailto:hругanda@greenresources.no) indicating the position applied for in the subject not later than **20<sup>th</sup> May, 2022**;

- An application Form HRAF1 downloaded from [www.busoga-forestry.com](http://www.busoga-forestry.com)
- Cover letter.
- A detailed Curriculum vitae (CV).

*BFC is an equal opportunity employer with no consideration of gender, race, religion, age, disability or geographic origin. Only shortlisted candidates will be contacted. Please note that canvassing and lobbying will lead to automatic disqualification of the candidate. Female Candidates are encouraged to apply.*