

## **JOB OPPORTUNITY: DATA ENTRY OFFICER**

An excellent opportunity to get involved in Project Supply and Tendering within Oil and Gas, Petrochemical and Energy sectors in the Middle East and the CIS.

**For our growing organization, we need DATA ENTRY OFFICERS who would:**

- log in new bid inquiries;
- translate tender documents from Russian into English;
- enter data (inquiries and quotations) into SAGE CRM system;
- file all relevant technical and commercial documents;
- assist the procurement team in negotiation of technical and commercial issues involved in purchasing process;
- assist in preparation of technical offers and commercial proposals in coordination with Procurement, Logistics and Sales teams;
- liaise with customers/vendors on basic commercial matters;
- manage opportunities by use of internal CRM system;
- maintain the CRM system on a weekly basis ensuring all pertinent information is current and correct;
- follow up and execute new sales orders using SAGE CRM & 300 ERP;
- comply with Corporate goals, objectives and policies;
- set high standard of professionalism to peers and colleagues;
- maintain filing/records/database of business contacts.

### **Required Academic Qualifications and Skills:**

#### Essential:

- a Bachelor degree (final year BA or MA students can apply, too);
- fluency in both written and spoken English; second foreign language (German, Italian or French) is an asset;
- advanced level of MS Office tools;
- excellent oral and written communication skills;
- no restrictions on travelling abroad;
- willingness to learn;
- all candidates are expected to be under age of 30.

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Desirable:

- 1- to 3-year work experience in tendering, procurement or proposals activities for EPC or material supply projects for international Oil and Gas, Petrochemical and Energy Companies;
- experience in ERP and CRM programs;
- experience of being in a position to use his/her own initiative.

*Working days: Mon to Friday*

*Working hours: flexible*

*All business tools required for the position will be provided by the company.*

*Type of contract: self-employed consultant*

**If interested, please email your CV to [info@nastech.ae](mailto:info@nastech.ae).**

**Deadline for applications – 31.03.2020.**

**Only shortlisted candidates will be contacted for an interview.**