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**Job Title: Inside Sales Assistant**

**Location: Cairo, Egypt**

Job Description:

- The Inside Sales Assistant is trained in the commercial field and has a very good sales and organizational talent. The area of responsibility primarily includes the overview of sales activities as well as the order processing.
- The Inside Sales Assistant also acts as an interface between the sales organization, production and shipment. An essential task is the monitoring of the sales processes from the customer inquiry to the delivery as well as the communication with the customer and distributors.

Responsibilities:

- Responsible for processing sales leads and customer requests, creating quotes and opportunities in the CRM (SFDC).
- Coordinating the sales order process from order to shipment and communication with internal stakeholders and customers.
- Creating sales reports and sales procedure documents.
- Working close with internal stakeholders mainly production and shipment.

Qualifications:

- Experience in sales order processing and customer communication.
- Should have experience in SFDC or comparable CRM and office process management.
- Must exhibit excellent interpersonal skills and work well with other groups in a team environment.
- Excellent written and verbal communication and presentation skills and English proficiency.

**Potential candidates are welcome to forward their resumes to [human.resources@si-ware.com](mailto:human.resources@si-ware.com).  
Please mention the job title in the subject of your email.**