



New Job Posting Details

Sales Admin Assistant

Sales Admin Assistant

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Job Details

Job Requisition ID

R0232688

Remote Type

Hybrid

Location

 [MAKATI](#)

Posting Date

10/17/2023 - 1
month ago

Job Family

1504 - PERSONAL
ASSISTANCE

Time Type

Full time

Job Type


Regular Employee

Supervisory
Organization

[PHL - DIS - Mobile
Connectivity
Solutions -
MCS_Global Sales -
Team 1 \(Jon Cahilig
\(T0220927\)\)](#)

Hiring Team

Recruiter



Juvielyn Dela
Cruz
(T0263005)

Thales people architect identity management and data protection solutions at the heart of digital security. Business and governments rely on us to bring trust to the billions of digital interactions they have with people. Our technologies and services help banks exchange funds, people cross borders, energy become smarter and much more. More than 30,000 organizations already rely on us to verify the identities of people and things, grant access to digital services, analyze vast quantities of information and encrypt data to make the connected world more secure.

Thales has been present in the Philippines since 2002, and continues to support the country's big ambitions in the aerospace, defence and digital security sectors. As a committed partner to the country, Thales works closely with key Filipino partners in the areas of digital identity and security, air traffic management and defence, where its technologies and services supplied Digital Identity & Security business lie at the heart of modern life, from payment to enterprise security and the internet of things. Thales employs a workforce of close to 200 employees in the Philippines, across two facilities in Manila and Laguna.

Job Summary

The Admin Assistant shall provide a wide range of administrative support, not only for the MCS and BPS Sales teams, but to include support needed by Legal, Admin and HR department.

Duties and Responsibilities

- Provide administrative assistance to MCS Sales, BPS Sales and Legal on the following:
 - o customer accreditation process
 - o customer NDA and contract review
 - o company sponsored travels for customers
 - o MCS and BPS local events.
- Transmit invoices prepared by Thales PH to MCS customers.
- Coordinate schedules and arrange meetings for the team and ensure that everyone is kept current of necessary information and updates.
- Attend to visa, travel, accommodation and transportation needs of MCS and BPS Sales teams As General Admin
- Ensure that all certification, licenses and permit renewals with government agencies are processed completely and timely.
- Ensure confidential and sensitive documents are filed properly and securely.
- Act as the petty cash custodian and prepare accurate and timely liquidation report for funds replenishment.
- Ensure office supplies are maintained, including checking of inventory and working with vendors to ensure adequate levels of supplies at all times.
- Manage the receipt of regular invoices from vendors for the timely payment of Thales while ensuring the accuracy of the billed

Hiring Manager



Jon Cahilig
(T0220927)

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ensuring the accuracy of the time services/goods.

- Manage the shipment requests of various teams from document requirement submission to tracking and delivery/release of goods.
- Provide the daily itinerary and other special instructions to the company liaison staff and supervise its output and performance.
- Perform other related duties that may be required from time to time.

Ad-hoc Activities

- HSE Support: Assist in ensuring that the Health, Safety and Environment's action plans are implemented and complied by providing support to the HSE Site Head and representatives.
- Rec Club Member. One of the key members in ensuring the employee engagement plans and activities are executed as expected.

Job Requirements

- Preferably graduate of Bachelor's Degree in Business Management, Office Administration or equivalent or related course
- With at least five years of relevant experience
- With exceptional time-management and multi-tasking skills to handle responsibilities efficiently
- Diligent and can handle sensitive and confidential information.
- Detailed-oriented, self-driven, pro-active and can work with minimum supervision.
- Able to perform well in a high/fast-paced environment.
- Willing to work in a hybrid/smart working arrangement.

At Thales we provide CAREERS and not only jobs. With Thales employing 80,000 employees in 68 countries our mobility policy enables thousands of employees each year to develop their careers at home and abroad, in their existing areas of expertise or by branching out into new fields. Together we believe that embracing flexibility is a smarter way of working. Great journeys start here, apply now!